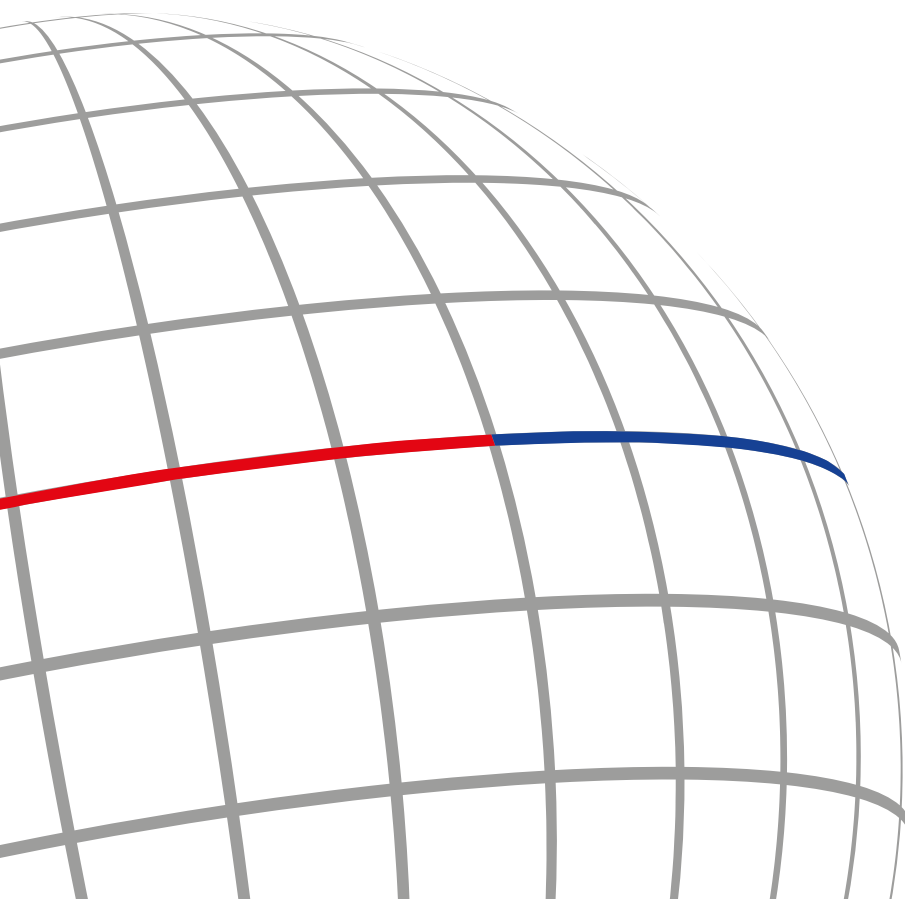


Supplier Manual

Minimax Technologies GmbH
MV Pipe Technologies GmbH

Version 12/01/2025



FIRE PROTECTION.

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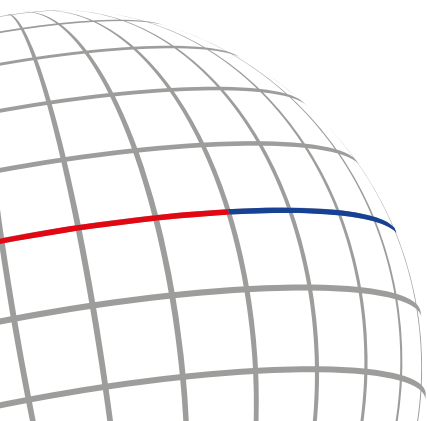
Introduction

Minimax was founded in Berlin in 1902 and gained renown thanks to the patenting of the first fire extinguisher suitable for mass production, the "Spitztüte". Today, Minimax supplies tailored solutions for places where fire hazards arise, such as in automotive plants, power stations, logistics centers, office and administration buildings, data centers, or on ships. Additionally, Minimax provides a comprehensive range of services after the fire protection system has been installed. In 2009, Minimax merged with Viking, a leading international manufacturer of system components for sprinkler and deluge systems. The Minimax Viking Group, which is headquartered in Bad Oldesloe, employs around 10,000 people worldwide.

Every business partner is part of the customer promise, and therefore the Group attaches particular importance to partnership, fairness, and transparency. It also values a consistently high quality standard, a willingness to innovate, and competitive conditions. Business partners must adhere to legal requirements and compliance guidelines.

This supplier manual describes and explains the requirements, expectations, and regulations applicable to suppliers of Minimax Technologies GmbH (subsequently referred to as "MXT") and MV Pipe Technologies GmbH (subsequently referred to as "MVP"). It serves as a guide for long-lasting, reliable, and successful cooperation. As part of the Minimax Viking Group, MXT and MVP ensure that all sales channels are supplied with fire protection products, systems, and solutions that are developed and manufactured in-house.

This document is binding and forms an integral part of contractual agreements related to our orders. Deviating written agreements shall take priority over the provisions of this document.



2 Information Management

As part of reliable cooperation with our suppliers, we rely on open exchange. Targeted communication is therefore essential for constructive cooperation between suppliers and MXT/MVP. This includes compliance with and adherence to the agreements made, the provision of all necessary information, the timely notification of any changes, and the use of state-of-the-art means of communication.

2.1 Confidentiality

MXT/MVP attaches great importance to ensuring that its suppliers, their employees, and all subcontractors maintain the highest level of confidentiality with regard to all information and documents provided. At the start of the cooperation, it is therefore checked whether it is necessary to conclude a confidentiality agreement.

2.2 Order Confirmation

For each order, an order confirmation that fully corresponds to the information provided by MXT/MVP must always be submitted. We expect an order confirmation to be sent within two working days upon receipt of the order. After two working days without confirmation, an automated dunning process is initiated. MXT/MVP must be immediately informed in writing of any changes, deviations, and/or additions so that disputed issues can be clarified. The exact change, deviation, and/or additions must be clearly indicated in the order confirmation.

If, in the course of an order, any changes (or similar) are made to the order placed by MXT/MVP, the supplier must review this immediately and issue a new order confirmation. Changes that have a direct effect on the production of products must be immediately coordinated with MXT/MVP. It must be checked whether ongoing production needs to be halted or converted.

Order confirmations should be exchanged by means of an automated process via the e-mail address

confirmation@minimax.de

This requires registration in the AFI Confirmation portal through the responsible contact person in Strategic Purchasing.

3 Compliance

Adherence to compliance requirements is paramount for successful and sustainable cooperation. Clear standards and guidelines enable shared expectations to be defined and promote long-term partnerships.

3.1 Code of Conduct

In accordance with the Minimax Viking Code of Conduct, MXT/MVP undertakes to observe all applicable laws and regulations, to respect human rights and social standards, and to protect the environment. We expect our suppliers to share this commitment. To meet our standards, our Business Partner Code of Conduct can be found at https://www.minimax-viking.com/de/legal_rechtliches.html. The applicable statutory provisions and relevant standards are considered minimum requirements, even if they are not explicitly referenced in individual cases.

3.2 Supply Chain Security

MXT/MVP logistics processes comply with international security standards. As a result, MXT/MVP has been certified as an Authorized Economic Operator (AEO) by German Customs. As part of this certification, we must ensure that our suppliers also adhere to a comparable security standard by either being AEO-certified themselves or, at a minimum, providing a Declaration of Security to confirm that they meet certain minimum requirements (AEO-compliant flow of goods, secure production sites, secure transshipment points, protection against unauthorized access, reliable personnel, and informed business partners).

3.3 Cooperation Regarding Due Diligence Obligations

We expect close cooperation from our suppliers in the implementation of our due diligence obligations – for example, with regard to human rights and the environment – in accordance with the German Supply Chain Act (LkSG) and in the context of reporting under the Corporate Sustainability Reporting Directive (CSRD). As a result, supplier self-assessment questionnaires may need to be completed. Based on the supplier self-assessment, further measures

(e.g., document inspection, audits) may be deemed necessary following an internal review.

3.4 Whistleblower System

Compliance with laws and standards of conduct is a top priority for MXT/MVP. Misconduct must therefore be identified at an early stage. A whistleblower system has been established in order to appropriately follow up on reports of violations. The whistleblower system enables MXT/MVP employees and external parties worldwide to report rule violations. Reportable rule violations include, for example, corruption, antitrust, and money laundering offenses as well as breaches of environmental regulations. Personal issues, such as sexual harassment or human rights violations, can also be reported. MXT/MVP encourages its suppliers to openly disclose rule violations in connection with MXT/MVP via the whistleblower system. A globally applicable Group policy contains all essential information and responsibilities in this regard and is available at the following link: https://www.minimax-viking.com/de/legal_rechtliches.html

4 Sustainability

MXT/MVP attaches particular importance to sustainability in order to jointly create a responsible and future-oriented value chain. Ecological and social sustainability does not end at the company gates but must be understood as a holistic concept that extends across the entire value chain. Therefore, in order to meet our own requirements and standards, we also expect an equally strong commitment from our suppliers.

4.1 Social Responsibility and Occupational Safety

With regard to social responsibility and occupational safety, our suppliers must meet the following requirements:

- Adherence to occupational safety regulations to ensure a safe work environment for both the customer and the supplier
- Observance of human rights and fair working conditions in compliance with international standards
- Promotion of diversity, inclusion, and equal opportunity at the workplace

- Respectful dealings in day-to-day business in accordance with the Minimax Viking Business Partner Code of Conduct

4.2 Ecological Responsibility and Environmental Protection

With regard to ecological responsibility and environmental protection, our suppliers must meet the following requirements:

- Provision of up-to-date safety data sheets for substances and mixtures as well as, if applicable, for products in order to fulfill information obligations in the supply chain
- A supplier declaration on the use of substances of very high concern (SVHC declaration)
- Environmentally responsible behavior on MXT/MVP company premises
- Reduction of resource consumption and promotion of recycling, e.g., through reusable packaging materials
- Minimization of emissions through environmentally friendly production practices and the use of sustainable materials
- Minimization and proper disposal of waste
- Reduction of emissions through route optimization and the shortest possible delivery distances

4.3 Energy and Resource Use

With regard to energy and resource use, our suppliers must meet the following requirements:

- Environmentally friendly use of energy and resources as well as continuous improvements in environmental performance
- Responsible use of natural resources and the sustainable procurement of electricity as well as efficient energy use
- Introduction of clean production methods and measures to avoid pollution
- Compliance with EU energy efficiency classes and the marking of products subject to energy labeling requirements
- Application of sustainability principles in the design of products, materials, and technologies
- Regular assessment of possible applications of renewable raw materials

4.4 Continuous Improvement

With regard to continuous improvement, our suppliers must meet the following requirements:

- Regular review and improvement of sustainability practices
- Review of performance requirements on the basis of measurable indicators and action plans
- Analysis and disclosure of sustainability risks in the supply chain
- Updating and complying with new legal requirements regarding sustainability and environmental protection

4.5 Dealing with Conflict Minerals

MXT/MVP expects its suppliers to procure so-called conflict minerals (e.g., tin, tantalum, tungsten, and gold) from certified conflict-free smelters (CFS). MXT/MVP gathers due-diligence information on conflict materials (including the smelter name, contact information, and country of production) from the supplier using the Conflict Minerals Reporting Template (CMRT). In the process, we expect our suppliers to comply with and ensure compliance with this provision within their supply chain and provide the corresponding documents and information.

4.6 REACH and RoHS

The RoHS Directive 2011/65/EU and the complementary Directive 2015/863/EU serve to restrict the usage of certain hazardous substances in electrical and electronic equipment and require a CE marking on corresponding electronic products. The REACH Regulation (EC) no. 1907/2006 governs the registration, evaluation, authorization, and restriction of chemicals. Our suppliers must fulfill all obligations contained in the RoHS Directive and the REACH Regulation.

4.7 Sustainability Platform

Integrity Next is a platform used by MXT/MVP for the purposes of sustainability management in the supply chain. Every supplier that is requested to register on this platform and carry out an assessment must comply with this request.

5 Procurement Process

Prior to cooperating with MXT/MVP, the supplier goes through various stages (see figure 1). Following a successful determination of requirements and supplier search, supplier selection takes place. Once one or more suitable suppliers have been selected for the necessary requirements, contract conclusion is carried out (order, framework contract, etc.). Within the framework of the cooperation, selected suppliers are evaluated on a quarterly basis. The result of the supplier evaluation is either the continuation or the termination of the cooperation. The relationship with the remaining suppliers is developed further and the supplier evaluation is carried out again every quarter.

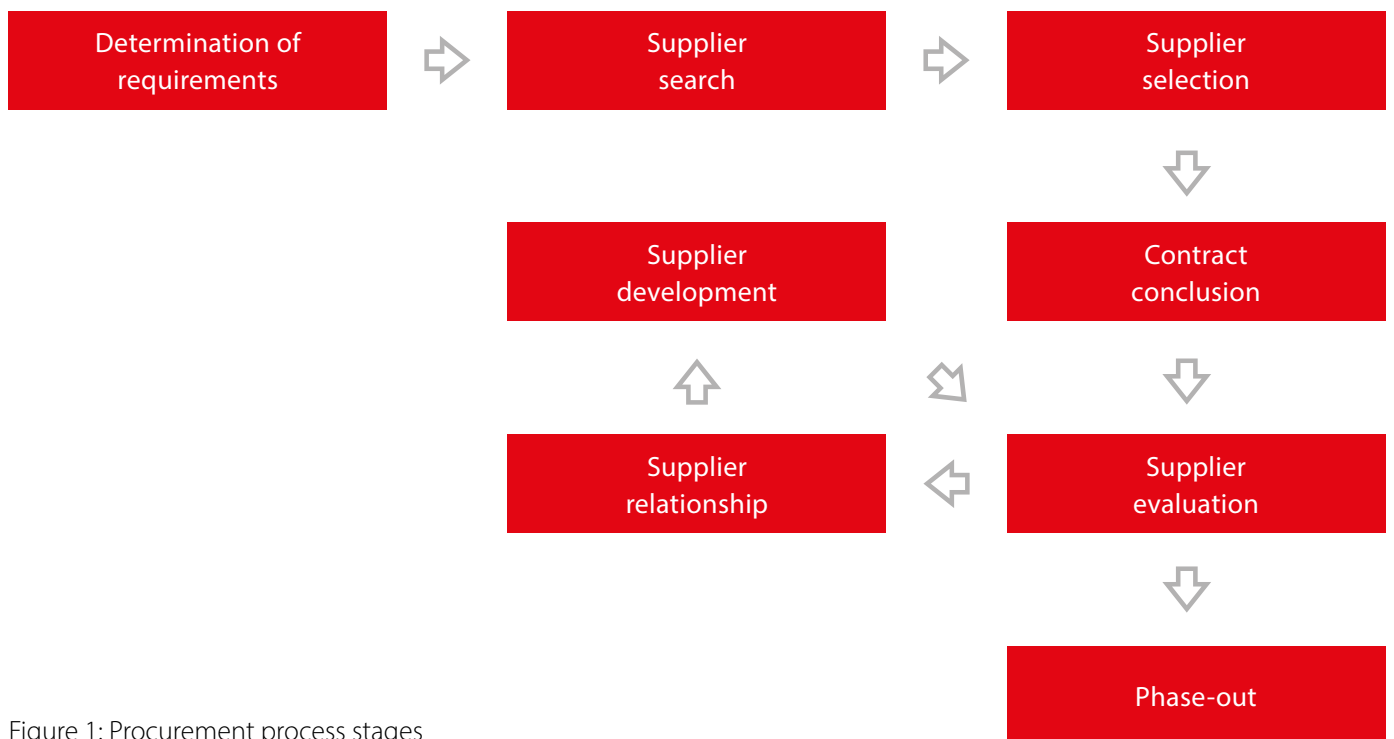


Figure 1: Procurement process stages

5.1 Supplier Selection Process

After determining the requirements, a supplier search and selection take place. New suppliers are requested to demonstrate their performance potential and range of services before further steps are taken. If the self-assessment matches the expectations of MXT/MVP, non-binding prices and delivery dates are requested. If these are also in line with expectations, and the guidelines and requirements outlined in the Supplier Manual as well as the General Terms and Conditions for Purchase (<https://www.minimax.com/de/en/downloads/>) can be observed, the supplier qualifies for the next steps.

5.2 Supplier Evaluation

To ensure transparency regarding supplier performance, an evaluation of core suppliers is carried out every quarter. The evaluation is based on various parameters. The results of this evaluation serve as a basis for deriving suitable measures for future cooperation. Either potential for development can be identified or the partnership can be terminated. The evaluation categories with the respective weighting are as follows:

- Quality: 30%
- Logistics: 30%
- Purchasing: 20%
- Sustainability: 20%

The evaluation categories are each divided into criteria. The full evaluation scheme is shown in figure 2. The ESG risk comprises the country and sector risk as well as the result of the assessment on the Integrity Next platform.

| Category | Criterion | Weighting |
|----------------|---|-----------|
| Quality | | 30% |
| | Complaint rate | 30% |
| Logistics | | 30% |
| | Compliance with order confirmation | 2% |
| | Adherence to delivery dates | 14% |
| | Compliance with contracts | 14% |
| Purchasing | | 20% |
| | Degree of innovation | 2% |
| | Willingness to communicate | 2% |
| | Price development | 8% |
| | Framework contract | 5% |
| | Payment terms | 3% |
| Sustainability | | 20% |
| | ESG risk | 15% |
| | Registration on sustainability platform | 5% |

Figure 2: Evaluation scheme

6 Logistics

In the area of logistics, both the cooperative partnership and joint development with our suppliers are of primary importance in the optimization of processes along the entire supply chain to ensure a smooth logistics chain. In this regard, the following sections describe the logistical requirements and principles for our suppliers.

6.1 General Logistics Requirements

6.1.1 Order Verification

The supplier is obliged to immediately and carefully check whether each incoming order is erroneous, unclear, or incomplete. If an order specification cannot be met, MXT/MVP must be immediately informed of this in writing. Production may only begin when all disputed issues have been clarified, or an approval with instructions or a special approval has been issued by MXT/MVP. This especially applies in case of deviations from approved initial samples, provided that no updated procurement-relevant specifications have been issued beforehand that supersede the previously frozen series status. Deviations from initial samples must be reported to MXT/MVP and documented in the initial series inspection report.

6.1.2 Delivery of Goods

All deliveries must be made to the specified delivery address and within the goods receiving hours of the relevant location. The completeness and quality of deliveries must be strictly adhered to. All required documents must either be provided in advance or provided upon delivery at the latest. If the confirmed delivery date is not met, an automated dunning process is initiated. If the promised delivery date cannot be met due to disruptions, the supplier must, upon becoming aware of the disruption, immediately inform MXT/MVP of its nature and estimated duration. The supplier must ensure that all necessary products are purchased from its suppliers in good time. MXT/MVP reserves the right to obtain substitute performance from another supplier and, if applicable, to cancel the delayed delivery.

6.1.3 Quantity Contracts

If a quantity contract has been concluded with the supplier, we are obliged to accept the defined quantity. The supplier shall ensure the delivery of a batch at any time. If the target quantity has not been ordered by the end of the contract, the quantity contract shall be extended for a further three months. If open quantities still remain at the end of this period, an amicable settlement must be reached by the parties.

6.1.4 Consignment Store

A consignment store can be set up by mutual agreement to optimize the supply chain and ensure material availability. The supplier is considered the lawful owner of the goods until they are withdrawn from the consignment store by MXT/MVP.

6.2 Required Documents

6.2.1 Delivery Note

The supplier is responsible for both the preparation and handover of the required documents according to the applicable statutory provisions and order requirements. The documents must be prepared in German or English. All details and information must be recorded correctly and in full. The supplier must issue a delivery note for each order and provide it to MXT/MVP with the delivery. The delivery note must include the following details:

- Name and address of the supplier
- Name and address of the recipient
- Date of issue
- Delivery date
- Delivery note number
- Order number
- Material numbers of the individual items
- Type, quantity, and designation of the individual items
- Type of shipping unit

Further documents, such as required test certificates as well as details and information required for the preparation of shipping documents and the processing of the delivery, can be inferred from the respective order and respective requirements.

6.2.2 Transport/Delivery of Dangerous Goods

The documents specified in the following must be provided with the relevant order details. Only in this way can a clear assignment be ensured.

- **Transport document:** For the transport of dangerous goods, the supplier must prepare a transport document according to the requirements of the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) and hand it over upon delivery.
- **Safety data sheet (SDS):** During the handling and storage of hazardous materials, the applicable national and international regulations must be observed, and the required documents must be provided. Upon delivery of chemicals, liquid substances, and batteries of all kinds, or articles containing these substances, the supplier must provide MXT/MVP with a safety data sheet unsolicited according to the requirements in the current version of the REACH Regulation. If an SDS is not generally available for a product, information and quantities relevant to dangerous goods must be provided, e.g., by means of technical data sheets. If the safety data sheet is revised due to changes, the new version must also be provided to MXT/MVP unsolicited.
- **Technical data sheet:** A technical data sheet is a document that describes the technical properties and specifications of a product in detail. It contains important information such as materials, dimensions, performance data, and safety information. Upon delivery, the supplier must provide the technical data sheet to MXT/MVP unsolicited.
- **Test summary:** Upon delivery of lithium batteries or devices in which lithium batteries are installed, a test summary of the delivered batteries must be provided in accordance with the dangerous goods regulations, as set out in the United Nations Manual of Tests and Criteria, Part III, subparagraph 38.3.

All safety data sheets and test summaries can be sent in PDF format to the e-mail address sicherheitsdatenblatt@minimax.de

6.2.3 Customs Documents/Export

International trade requires compliance with various rules and obligations that must be fulfilled by all partners in the trade chain. MXT/MVP also expects its suppliers to meet these obligations with regard to export control, the movement of goods, and the export of goods.

In this regard, relevant and reliable documents used as proof of preference, such as supplier declarations for goods with preferential originating status, EUR. 1, or corresponding statements on commercial invoices, must be checked and provided without this being specifically requested. Manufacturer declarations, Chamber of Commerce and Industry declarations, and certificates of origin are accepted as certificates of non-preferential origin. It must always be ensured that the country of origin of each item is specified. If confederations of states are named, the respective member country of origin must also be specified.

Each document to be provided is only valid if its form and wording meet the applicable requirements of the relevant authorities, such as the customs office or the Chamber of Commerce and Industry. Long-term documents that are automatically renewed without request upon expiry are typically requested.

Goods deliveries rendered without the documentation described above shall be considered as incomplete performance with all the resulting consequences for the supplier.

6.3 Packaging Requirements

6.3.1 Packaging Materials

The requirements for the packaging to be used shall either be specified within the framework of the order from MXT/MVP or must be determined by the supplier with regard to ensuring the quality of the goods and in consideration of economic and ecological factors. When selecting the packaging materials, it must be ensured that the applicable national and international laws and guidelines of waste management are complied with and that the principles of a circular economy for reducing and avoiding waste are adhered to.

At the European level, the Waste Framework Directive (Directive 2008/98/EC as amended by Directive (EU) 2018/851) and the Packaging and Packaging Waste Directive (Directive 94/62/EC as amended by Directive (EU) 2018/852) in particular must be taken into account. In Germany, the Circular Economy Act (KrWG) and the Packaging Act (VerpackG), for example, are legally binding. Furthermore, the packaging used must fulfill its function as product and transport protection. The supplier must select and use the packaging so that protection of the goods is ensured for the entire duration of storage and transport. The packaging must not pose a danger to people or the environment at any point in time.

Dangerous goods: The applicable dangerous goods regulations must be observed. In particular, the supplier must ensure that dangerous goods are packaged and marked in accordance with the ADR.

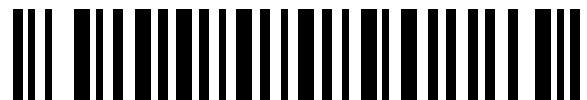
Additionally, the supplier must ensure that suitable packaging is used to protect the goods against electrostatic discharge (ESD) as well as to prevent moisture and corrosion damage.

6.3.2 Marking of Goods

To ensure the clear identification of the delivery, the delivered products or, alternatively, the outer packaging must be provided with a label with a barcode and the respective order number. If relevant, the label should additionally indicate a unique batch assignment.

The label with the barcode must be affixed so that it is clearly visible and must contain the following details:

- Material number as plain text
- Material number as a barcode with the following requirements:
 - Code 128, approx. size W 50 mm x H 10 mm
- For the material number, proceed as follows:
 - MXT/MVP material number, if not possible then
 - Supplier material number, if not possible then
 - EAN code
- Product description in German (provided by MXT/MVP)
- Product description in English (provided by MXT/MVP)
- In case of a batch assignment, the relevant batch must be indicated



874441

D: Material text German
E: Material text English

Figure 3: Sample label

The size of the label can be freely selected by the supplier, provided that the above-mentioned requirements are met. If additional labels or markings are required within the framework of the order, the supplier must affix these accordingly.

6.3.3 Usage of Cardboard Boxes

To ensure the protection of goods during transport, the supplier must use a suitable and sufficiently sturdy cardboard for the packaging of the goods. Additionally, multi-part deliveries must be correctly numbered so that cardboard boxes can be assigned to the respective order (e.g., box 1/3, box 2/3, box 3/3).

6.3.4 Delivery on Pallets

Unless otherwise agreed, the delivery must be made on Euro pallets with dimensions of 800 mm x 1,200 mm and a maximum height of 750 mm or three stacking frames. The weight per packaged item must not exceed one ton.

Combining different orders on a mixed pallet is generally permitted after consultation with MXT/MVP. A mixed pallet must be clearly marked as such, and the individual products or their outer packaging must be marked with both a label with a barcode and the respective order number.

A delivery note must be prepared and handed over for each individual order number. Pallets may only be exchanged with pallets that at least meet the applicable class A or class B requirement criteria for quality classification according to GS1.

6.3.5 Delivery in Packaging Units

If delivery in a fixed packaging unit (PU) has been agreed upon with the supplier, then the delivery must be performed using the agreed packaging size. A defined packaging size may not be changed if stock in the previous PU is still available in the warehouse. When planning a change in packaging size, the supplier must obtain approval from MXT/MVP.

6.3.6 Delivery of Long Goods

Separate location-specific transport requirements apply to the packaging and delivery of long goods and shall be communicated to the supplier by MXT/MVP.

7 Transport Requirements

The supplier is responsible for meeting the transport requirements in accordance with applicable national and international laws and guidelines in order to ensure the protection of people and the environment. Additionally, the supplier must take into account the specific binding requirements indicated by MXT/MVP in the respective order.

Suitable measures must be taken to protect the goods against harmful environmental impacts and other damage during transport and ensure load security at all times (e.g., through the usage of film or lashing straps). The supplier must ensure that the goods do not protrude from the pallet or the loading equipment used and that no straps or other objects protrude from the loading unit.

For the transport of dangerous goods, the applicable dangerous goods regulations must be observed. The supplier must provide MXT/MVP with all necessary information about the dangerous goods. In particular, the ADR and the German Hazardous Goods Transport Act (GGBeFg) must be observed. The supplier's obligations are described in the German Ordinance on the Transport of Dangerous Goods by Road, Rail and Inland Waterways (GGVSEB).

Location-specific requirements apply to the delivery of pipes. These requirements shall be communicated to the supplier in a separate document and must be strictly observed.

8 Complaints

The supplier must always deliver the goods to the company free of defects. MXT/MVP must be immediately informed of any damage or other impairments to the delivered goods. If the delivered goods or the required documents do not meet the agreed requirements, MXT/MVP shall refuse to accept the goods and/or file a complaint regarding the goods.

If MXT/MVP refuses to accept the goods or files a complaint regarding the identified defects, the supplier shall be informed and must issue a statement in response to this communication within two working days.

In the event of a complaint, the supplier has the opportunity to decide on the further course of action. The defective goods can either be scrapped by MXT/MVP, returned to the supplier, or made available for collection by the supplier.

If the ordered goods have been delivered and have defects, MXT/MVP may also request rework, a replacement delivery, or credit for the defective goods within a specified period of time.

In consultation with MXT/MVP, further demands may also be made, including for immediate, corrective, or preventive measures, for example. Additionally, a statement in the form of an 8D report and the implementation of corrective measures within a specified period of time may be requested.

The costs incurred as a result of a complaint can be charged to the supplier.

9 Quality Management

The quality requirements define clear expectations of the delivered products and services in order to ensure a consistently high quality. Compliance with these standards not only ensures the product quality but also creates the basis for long-term cooperation. Clear guidelines allow for potential sources of defects to be identified early on and effectively eliminated.

9.1 Quality Assurance Agreement

The quality assurance agreement plays a key role in ensuring high quality standards. It defines binding specifications and processes that ensure compliance with the required quality criteria as well as smooth production and delivery processes. The QAA is essential for a successful partnership and must be signed by the supplier before the cooperation begins.

9.2 Initial Samples

Unless otherwise agreed, the supplier shall provide MXT/MVP with initial samples together with complete production documentation (initial series inspection report and appendices) prior to the initial delivery of new or modified products and/or initial deliveries of products produced with new or modified tools or manufacturing processes and/or production locations. The supplier shall provide MXT/MVP with appropriate evidence to verify that the samples fully comply with the requirements specified by MXT/MVP. The initial samples must be produced under the planned series conditions. They must be delivered in the agreed quantity and specially marked. The corresponding documentation must be provided digitally and physically attached to the material in consultation with MXT/MVP so that it can be immediately identified and removed upon delivery.

Criteria for triggering new initial samples:

- New component or system or, if modified,
- New production location(s), new machine location
- Change in subcontractor/service provider
- New tool(s)
- Tool repair, tool change
- Process change or outsourcing/insourcing of production steps
- Material change

The approval of initial sample/test reports by MXT/MVP does not release the supplier from its responsibility to ensure the series quality of the agreed products.

If MXT/MVP grants an "approval with requirements", the supplier is obligated to implement the requirements, if addressed to the supplier, and to provide evidence of this in a suitable form. This evidence must be provided by the first series delivery at the latest and then becomes an integral part of the initial series inspection report for documentation purposes. Only articles/components that fall under the category "DIN parts and/or catalog goods" and have no special customer requirements in the procurement-relevant documentation of MXT/MVP are excluded from initial sampling.

9.3 Product and Process Changes

Changes to the product or product-relevant changes in the process chain must be documented in a product life cycle and, if necessary, made available to MXT/MVP for inspection. The supplier shall conduct inspections, approvals, and tests according to its internal test planning in order to fulfill the technical requirements of the specifications. The implementation of quality assurance measures, especially measured values and test results, must be documented/archived without additional costs for MXT/MVP. Production approvals/retention samples must also be kept in a suitable form/quantity. The scope of records and samples must be sufficient in order to verify that the product meets the specifications.

The documentation must be carried out so that MXT/MVP can clearly identify which rules and specifications were applied at which stage of production. The obligation to retain the documentation and samples shall apply for at least 2 years. If a higher-level requirement exists in the framework supply agreement or the specifications, both parties agree that this requirement shall apply.

9.4 Information and Approval Obligations

The supplier must notify MXT/MVP of any planned changes (nature and scope of the change) in written form at least 12 weeks in advance so that MXT/MVP can verify whether the planned changes can have a detrimental effect. Approval shall only be deemed to have been granted when it has been issued in written form by MXT/MVP. If legal requirements restrict this time period, this information must be recorded directly in the change request together with the target date for the implementation so that the client can prioritize it accordingly.

This especially applies to changes in production method, used materials, or vendor parts for the products as well as changes in the methods or facilities used for product checks/tests. In the course of the review, MXT/MVP shall decide – on the basis of the nature and scope of the change – whether a new series release is required.

9.5 Supplier Visits

Upon prior notice, MXT/MVP may undertake visits to the supplier's operations at any time. The intention of the visit must be specified together with the prior notice and must always be related to the documented work and test steps as well as their observance. For upstream or outsourced work or test steps, the supplier must ensure that MXT/MVP can visit the relevant service providers and suppliers in the presence of the supplier.

9.6 Supplier Audits

MXT/MVP is entitled to conduct audits in order to determine whether the supplier's value creation and support processes ensure compliance with the requirements specified by MXT/MVP. Process audits are generally preferred by MXT/MVP, though other forms, such as system or product audits, may be used if required. The procedure and nature of the audit must be agreed upon by the parties prior to its performance.

The supplier may impose reasonable restrictions to protect its trade secrets. The parties shall attempt to find an amicable solution (e.g., on-site inspection instead of the release of documents). The parties agree that the supplier shall document identified deviations together with measures/responsibilities/planning data and submit this documentation to the audit leader within the deadline set in the audit.

In the event of complaints and/or any other quality issues related to services and/or deliveries provided by upstream suppliers/service providers, the supplier shall ensure that an audit can also be conducted in the presence of MXT/MVP if necessary. The supplier is responsible for managing the audit, and any involvement by MXT/MVP must be agreed upon in advance. The performance of audits does not limit the liability of the supplier for the quality of manufactured and delivered products in any way.

10 Invoicing

Correct and complete invoicing is of crucial importance for MXT/MVP. It supports a smooth payment process and ensures compliance with deadlines as well as proper accounting.

10.1 Accepted Invoice Formats

VAT requirements for invoicing shall apply. Particularly noteworthy for suppliers in Germany is the obligation to submit e-invoices, which entered into force on 1/1/2025.

- Suppliers must submit e-invoices to MXT/MVP in a hybrid ZUGFeRD format (EN 16931-compliant from version 2.0.1).

- If the supplier only intends to use XRechnung invoices (CII or UBL) as the e-invoice format instead of the ZUGFeRD format, these must be sent with a separate accompanying PDF view of the invoice.
- During legal transitional periods as well as in the case of foreign suppliers to whom the rules German Value Added Tax Act (UStG) do not apply, MXT/MVP shall also accept invoices in PDF format until further notice.
- If submission in the above-mentioned formats – taking into account the conditions described in the following – is not yet possible, paper invoices may also be delivered to MXT/MVP by mail during legal transitional periods.

10.2 Invoice Attachments

The supplier must integrate invoice attachments (e.g., proof of performance) into the invoice file and must not send them to the invoicing address as separate files.

- In a PDF invoice (or PDF view of a ZUGFeRD invoice), any invoice attachments shall begin after the last invoice page in the invoice file.
- In the case of XRechnung invoices, invoice attachments in PDF format must be embedded in the XML invoice as binary attachments, unless they are integrated into an accompanying PDF view of the invoice as described in the previous point.

10.3 Required Information on Invoices

The invoice issued by the supplier must contain the following information:

- All mandatory information prescribed by the German Value Added Tax Act (UStG).
- The order reference assigned by the client, which must be adopted in full in the specified format. This is primarily the order number in the format xxxxxxx/xxxx/xxx. Alternatively, in case of other contracts/orders, other formats for order references are possible, e.g., a cost center number or an internal order number (6–9 digits) and, in some cases, the personnel number of the client (123456/4321).
- Only one order may be settled per invoice.

- The invoice items must each refer to the item numbers included in the order from MXT/MVP.

This required information must be included in full in the main XML invoice details in e-invoices. It is not sufficient if some of these details that are relevant to processing are only included on the additional PDF view of the e-invoice.

10.4 Submission of Invoices

The supplier must take the following points into account when submitting invoices:

- The supplier may only send invoices to the central invoicing address, not to personal contact addresses. E-invoices and PDF invoices must be sent by e-mail to the invoicing address:
MXT: invoice-mxt@minimax.de. In exceptional cases, paper invoices can be sent to the following address: Minimax Technologies GmbH, P.O. Box 60 17 05, 22217 Hamburg, Germany.
MVP: invoice@mv-pipe.com. In exceptional cases, paper invoices can be sent to the following address: MV Pipe Technologies GmbH, P.O. Box 60 18 24, 22218 Hamburg, Germany.
- The supplier may not send any other communication or documents besides invoices/credit notes to these invoicing addresses.
- The supplier must submit electronic invoices individually (one single invoice per e-mail).
- The e-mail must not contain any other file attachments besides a single ZUGFeRD or PDF invoice (the additional submission of a PDF view of the same invoice is only permitted and expressly intended in the case of XRechnung invoices, see also section 10.1.).
- The e-mail message must not contain any e-mail text content to be processed or a subject (the e-mail message will not be read as the invoice retrieval process is fully automated).
- The sent invoice file must not be password-protected.

