

General Terms of Purchase

§ 1 Scope of validity

- (1) All deliveries, services and offers of our suppliers are carried out exclusively on the basis of these General Terms of Purchase. They are a component of all contracts which we conclude with our suppliers pertaining to the deliveries or services offered by them. They also apply for future deliveries, services or offers to the customer, even if they are not separately agreed on again.
- (2) The terms and conditions of our suppliers or third parties do not apply, even if we do not specifically oppose their validity in a single case. Even when we refer to a written document containing or referring to such General Terms and Conditions of the supplier, this does not imply any agreement to the validity of those General Terms and Conditions.
- (3) Any legally relevant declarations and notifications made by the Seller in relation to the contract (e.g. deadlines, reminders, withdrawal) must be submitted in writing, i.e. in written or text form (e.g. letter, email, fax). This shall not affect any legal formalities or the need for further evidence, particularly if there are doubts surrounding the identity of the declaring party.

§ 2 Orders and jobs

- (1) Unless our offers expressly contain a commitment period, our offers shall be binding for one week. Our receipt of the declaration of acceptance is decisive for the punctual acceptance.
- (2) We are authorised to change the time and place of delivery and the type of packaging at any time by written notification with a deadline of at least 5 calendar days before the agreed delivery deadline. The same shall apply to changes in product specifications if they can be implemented within the scope of the supplier's normal production process without considerable additional expenditure, whereby in these cases, the notification deadline in accordance with the above clause shall be at least 5 weeks. We will reimburse the supplier for any resulting, proven, and reasonable costs resulting from the change. If such changes result in delivery delays which cannot be avoided with reasonable effort in the supplier's normal production and business operations, the delivery deadline originally agreed on shall be postponed accordingly. The supplier shall notify us promptly in writing of the expected additional costs or delivery delays determined by careful estimate, but at least within 5 business days following receipt of our notification pursuant to Clause 1.
- (3) We shall be authorised to cancel the contract at any time by written declaration stating the reason if we can no longer use the products ordered in our business operations due

to circumstances arising following the conclusion of the contract. In this case, we will pay the supplier for any partial service already provided.

§ 3 Prices, terms of payment, invoice data

- (1) The price indicated in the order is binding.
- (2) If not otherwise agreed on in writing, the price shall include the delivery and transport to the shipping address specified in the contract including packaging.
- (3) If the price agreed on in the contract does not include packaging and the compensation for the packaging – not merely provided on loan – is not expressly indicated, then it must be charged at the verifiable cost price. At our request, the supplier must take back the packaging at its own cost.
- (4) If not otherwise agreed on, we shall pay the purchase price within 45 days of delivery of the goods and receipt of the invoice. The receipt of our wire-transfer order by our bank satisfies the timely payment of our debts.
- (5) Our order number, the article no., delivery quantity, and delivery address must be indicated in all order confirmations. Should any of these data be lacking, and this causes a delay in our processing as part of our normal business transactions, the payment deadlines specified in Para. 4 shall be extended by the time period of the delay.
- (6) In the case of payment delays, we shall owe default interest to the sum of five percentage points over the basic interest rate pursuant to § 247 BGB.

§ 4 Delivery deadline and delivery, transfer of risk

- (1) The delivery deadline indicated by us in the order or any other definitive deadline pursuant to these General Terms of Purchase (delivery date or deadline) is binding.
- (2) The supplier shall be obligated to notify us in writing without delay if circumstances occur or are discovered which prevent compliance with the delivery deadline.
- (3) If the latest delivery date can be determined by reason of the contract, then the supplier shall go into default when this date has passed without the need for us to send a reminder notice.
- (4) In the case of a delayed delivery, we shall be entitled without restriction to the legal claims, including the right to withdraw and the claim for damages instead of the service following the futile expiry of a reasonable grace period.
- (5) We shall be authorised in the case of delivery delays following prior written warning to the supplier to demand a contractual penalty to the sum of 0.5% for every started week of the delivery delay up to a maximum of 5% of the respective sales value. The contractual penalty must be added to the default damages to be paid by the supplier.
- (6) The risk shall not be transferred to us, even if shipment has been agreed on, until the goods are handed over at the agreed destination.

§ 5 Acquisition of title

- (1) We reserve ownership rights and copyrights to all illustrations, plans, drawings, calculations, instructions, product descriptions and other documents. Any such documents may only be used for the contractually agreed service and must be returned to us upon completion of the contract. The documents must be kept secret from third parties, even upon completion of the contract. This obligation to maintain secrecy shall only expire if and when the information contained in such documents has become public knowledge.
- (2) The above provision shall apply mutatis mutandis to materials and resources (e.g. software, finished and semi-finished products), as well as any tools, templates, samples and other objects that we provide to the Seller for manufacture. Unless such items are subject to processing, they must be kept separately and must be adequately protected against destruction and loss at the expense of the Seller.
- (3) In such cases, any copies made by the Seller must be destroyed; this does not apply to the storage of copies in accordance with statutory retention requirements or the storage of back-up copies within the scope of standard data back-ups.
- (4) Any processing, mixing or combining of the provided items (further processing) carried out by the Seller shall be done for us. This also applies to any further processing that we carry out on the delivered goods; we shall be considered the manufacturer and, in accordance with the statutory provisions, we shall acquire ownership of the product once the further processing has been carried out.
- (5) The goods must be assigned to us unconditionally and regardless of the payment of the purchase price. However, if we do accept an offer made by the Seller for the assignment of the goods upon the payment of the purchase price, the Seller's retention of title shall expire once the purchase price has been paid for the delivered goods. We shall be entitled to resell the goods prior to the payment of the purchase price within our ordinary course of business, subject to the advance assignment of the resulting claims (or with a simple reservation of title extended to the resale). This excludes any other forms of retention of title, particularly any extended or assigned retention of title, or any retention of title extended to further processing.

§ 6 Warranty claims

- (1) In the case of defects, we are entitled to the legal claims without restriction. By way of derogation, the warranty period shall, however, be 36 months.
- (2) Complaints made regarding deviations in quality and quantity are always deemed punctual if we notify the supplier within 7 business days of receipt of the goods. Complaints about concealed material defects are also deemed on time if they are reported to the supplier within 7 business days of discovery.
- (3) Warranty claims shall not be waived by our acceptance or approval of the prototypes or samples provided.

- (4) The receipt of our written defect report by the supplier suspends the statute of limitations for warranty claims until the supplier refuses our claims or declares the defect as remedied or otherwise refuses to continue negotiations about our claims. In the case of replacement deliveries and remedying of defects the warranty period of replaced and repaired parts shall start over at the beginning unless we need to assume by the conduct of the supplier that it did not see himself required to take this action but rather made the replacement delivery or repaired the defect solely as a gesture of good will or similar reasons.

§ 6a Recourse Against Suppliers

- (1) We shall be fully entitled to assert our statutory claims for recourse within a supply chain (recourse against suppliers pursuant to Sections 445a, 445b, 478 BGB), as well as our claims for defects (§ 6 of these General Terms of Purchase). We shall be particularly entitled to specify the exact way for the Seller to rectify such defects (repair or replacement), as determined by the remedy owed to our Buyer in each case. This shall not restrict our legal right to choose our own remedy (Section 439 Paragraph 1 BGB).
- (2) Before acknowledging or honouring a claim for defects asserted by our Buyer (including claims for the reimbursement of expenses pursuant to Sections 445a Paragraph 1, 439 Paragraph 2 and 3 BGB), we shall notify the Seller, briefly outline the facts of the matter and request a written statement. If a substantiated statement is not issued within a reasonable period of time, and if no amicable solution is found, the claim for damages granted by us shall be owed to our Buyer. In such cases, it shall be incumbent upon the Seller to provide evidence to the contrary.
- (3) Our claims for recourse against suppliers shall even apply if the defective goods have been further processed by us or another entrepreneur (e.g. incorporated in another product).

§ 7 Product liability

- (1) The supplier shall be responsible for all claims asserted by third parties due to personal injury or property damage which can be attributed to a product delivered by the supplier and is obligated to release us from any resulting liability. If we are required to perform a recall with respect to third parties due to a defect in a product delivered by the supplier, the supplier will pay all costs associated with the recall campaign.
- (2) The supplier is required to maintain a product liability insurance with a coverage in a reasonable amount which if not otherwise agreed on in an individual case, does not need to cover the recall risk or punitive or similar damages. The supplier will send us a copy of the liability policy at any time at our request.

§ 8 Protection rights

- (1) The supplier ensures pursuant to Para. 2 that the products which it delivers do not violate any third-party protection rights in countries of the European Union or other countries where the products are manufactured,
- (2) The supplier is required to release us from all claims asserted against us by third parties due to the violation of commercial protection rights specified in Para. 1 and to reimburse us any expenditures required in connection with this claim. This claim does not exist if the supplier provides evidence that they are neither responsible for the protection-rights violation nor should have known about it when applying the diligence of a prudent businessman at the time of delivery.
- (3) Our further-reaching legal claims due to defects of title of the products delivered to us remain intact. unberührt.

§ 9 Spare parts

- (1) The supplier is obligated to stock spare parts for the products delivered to us for a time period of at least 12 months following delivery. If a supplier manufactures its own software or hardware products, it must ensure that appropriate product updates and drivers are provided for standard operating systems (Windows / Apple OS) over a period of at least 36 months following delivery.
- (2) The supplier will notify us immediately following any decision to stop production of spare parts for the products delivered to us, this decision must – subject to Para. 1 – be disclosed at least 3 months following the stop of production.

§ 10 Confidentiality

- (1) The supplier is obligated to treat all conditions of the order and all information and documents provided for this purpose (with the exception of publicly available information) as confidential for a period of 10 years following conclusion of the contract and to use them solely for fulfilling the order. The supplier will return them to us after completing all queries or processing orders immediately upon our request.
- (2) Without our prior written consent, the supplier must not refer to our business connections in advertisements, brochures, etc. and must not exhibit the products manufactured for us.
- (3) The supplier will commit its subcontractors in accordance with this § 10.

§ 11 Obligation to comply with the Information Security Guideline for Suppliers

- (1) Suppliers, contractors and service providers, as well as other third parties (all referred to as: suppliers) who carry out activities for us and in doing so come into contact with

our information assets or process or protect them, accept the [Information security policy for suppliers](https://www.it-haus.com/agb/) in their currently valid version on our website (<https://www.it-haus.com/agb/>) and observe the rules set out therein for handling information and information security. If the supplier commissions subcontractors to provide services to us, the supplier warrants that its subcontractors and, if agreed, their subcontractors, fulfill the requirements of this guideline, which is based on ISO/IEC 27001 or a comparable standard.

The aim is to ensure the protection of the confidentiality, integrity and availability of our information, as well as our rights and interests.

- (2) The supplier must inform us immediately of any security incidents that its employees discover or cause themselves.
- (3) The supplier shall ensure that its employees are informed of the importance of information security. It guarantees that its employees are familiar with the information security provisions and requirements that are relevant to them.

§ 12 Assignment

The supplier is not authorised to assign its receivables from the contractual relationship to third parties. This does not apply for cash receivables.

§ 13 Place of fulfilment, place of jurisdiction, applicable law

- (1) The place of fulfilment for both sides and the exclusive place of jurisdiction for all disputes from the contractual relationship is Trier.
- (2) The contracts concluded between us and the supplier shall be governed by German law with the exclusion of the UN Convention on Contracts for the International Sale of Goods (CISG).

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