Supply Chain Quality Standards for our Partnership

Basic Principles
Generally applicable standards and specifications are required in order to work together as partners and establish ongoing cooperation. To ensure that this process is trouble-free, we ask our partners to note and always comply with the following.

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1. Packaging

1.1 Packaging Quality

All Shipping goods must meet transport requirements as well as generally applicable and legal requirements based on packaging level.
Each Container and each packaging level must be delivered with Article, Lot- and Batch number homogenous to Cosanum.

1.2 Pallets (Pal.)

Cosanum is only allowed to take in warehouse EPAL 1 (120x80cm) certified EUR pallets that are MFH-compliant, which do not fall below class A/B and comply with the terms of exchange at www.epal-pallets.org. Maximum dimensions are 120x80x210 cm (LxWxH). Taller and wider pallets must be authorised and confirmed in writing through Global Purchasing.



Exchange criteria See QR code

1.2.1 Protection of Pallets and Contents

The goods on the pallet must be well protected on all sides from water, dust, impact, intrusion and damage, and must not extend beyond the edge of the pallet.

1.2.2 Pallet Identification

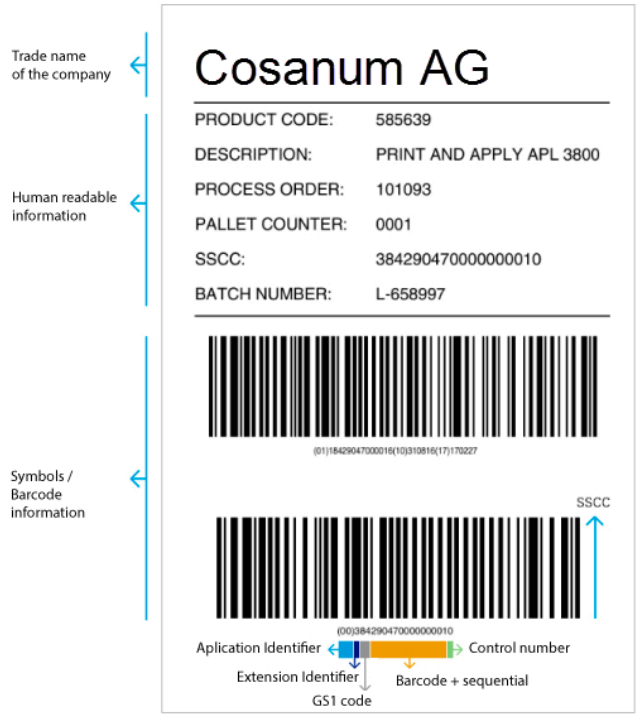
The pallet label with SSCC/GTIN/GRAI code must be positioned in accordance with GS1 standards and must meet those requirements. Each pallet must meet generally applicable and legally mandated labelling and marking requirements. (Such as ADR, MDR, etc.)
Generally, Cosanum only accepts article and lot no. pure pallets.

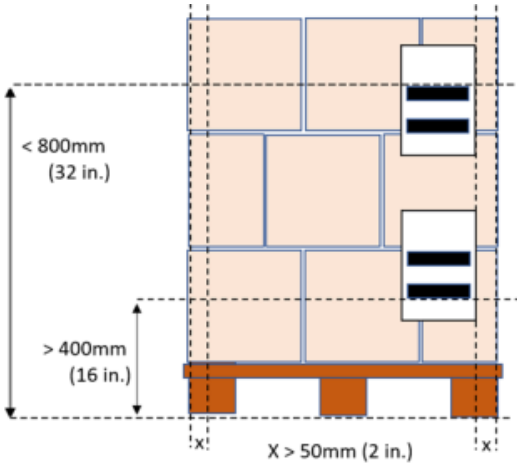
If the pallet contains one or more cartons with different articles, or several unmixed cartons with different lot numbers, the pallet and the cartons must be marked accordingly.

1.2.3 Minimum Requirements for Pallet Labelling

- Supplier name
- Item description
- Item number
- Order number / PO – purchase order no.
- SSCC code - alphanumerical and as GS1-128 code

1.2.4 Example of a Pallet Label and its Positioning





1.3 Carton (TU – Transport Unit)

All cartons must be able to withstand transport conditions and must be labelled and marked in accordance with GS1 standards and generally applicable and legally mandated conditions. The TU must be positioned on the pallet so that the label is legible and facing outwards.

Only article, lot number and batch homogenous cartons can be delivered. Only under exceptional circumstances, cartons can contain several articles, their contents must also be clearly marked.

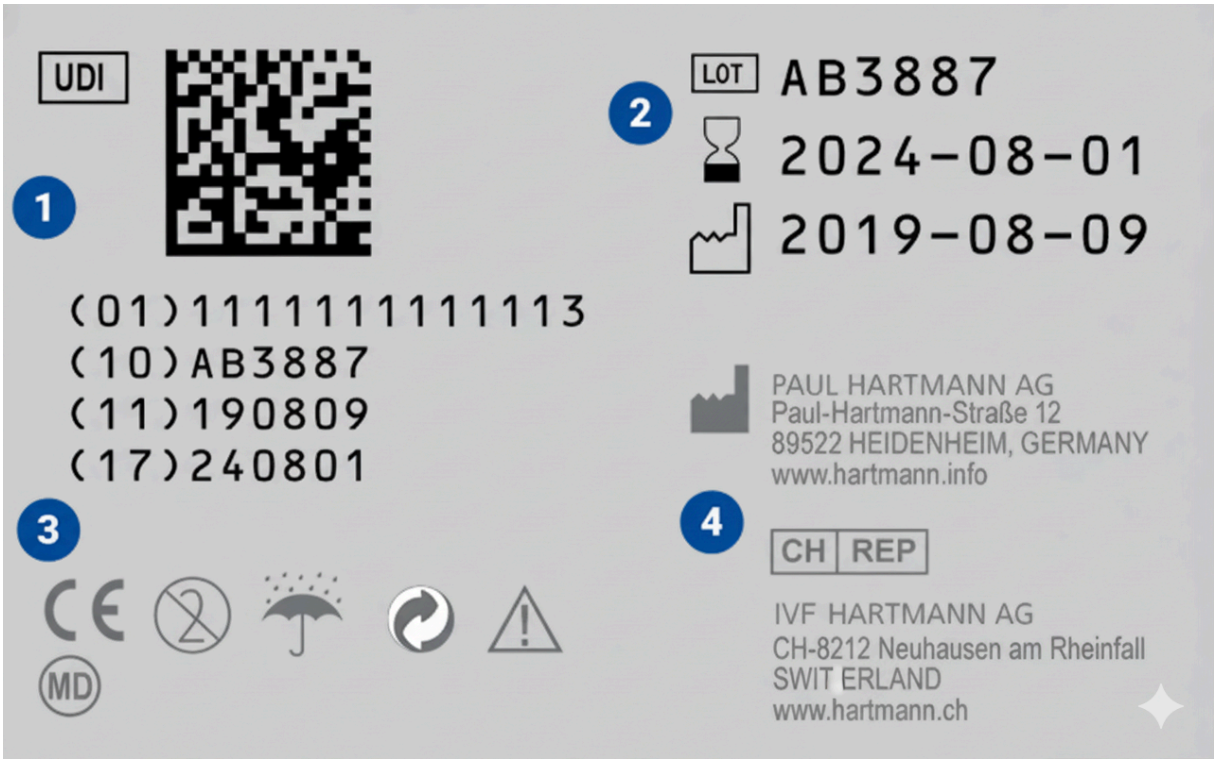
1.3.1 Carton (TU) and Consumer Unit (CU) Marking

The TU & CU label with GTIN/SSCC code must be positioned in accordance with GS1 standards and must meet those requirements.
The article description, item number and quantity of contents are always indicated on each TU & CU.

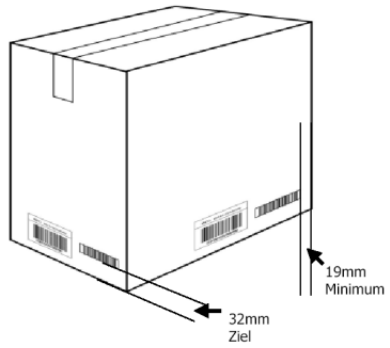
1.3.2 Minimum Requirements per TU for Medical Devices

1. UDI code as GS1 data matrix code and in plain text
   (01) GTIN/GS1-EAN-128 code
   (10) Batch number
   (11) Production date, 9 August 2019
   (17) Expiration date or serial number
2. Lot number, expiration and production date
3. Pictograms in accordance with EN ISO for product-relevant information, e.g.:
   a. “CE” (including 4-digit code of the notified body for higher-class products)
   b. “MD”
   c. “STERILE” (including type of sterilization)
   d. Storage and transport requirements.

4. Details of the manufacturer (black factory pictogram) and, if the manufacturer is based outside Switzerland, the Swiss representative (“CH-REP” pictogram).

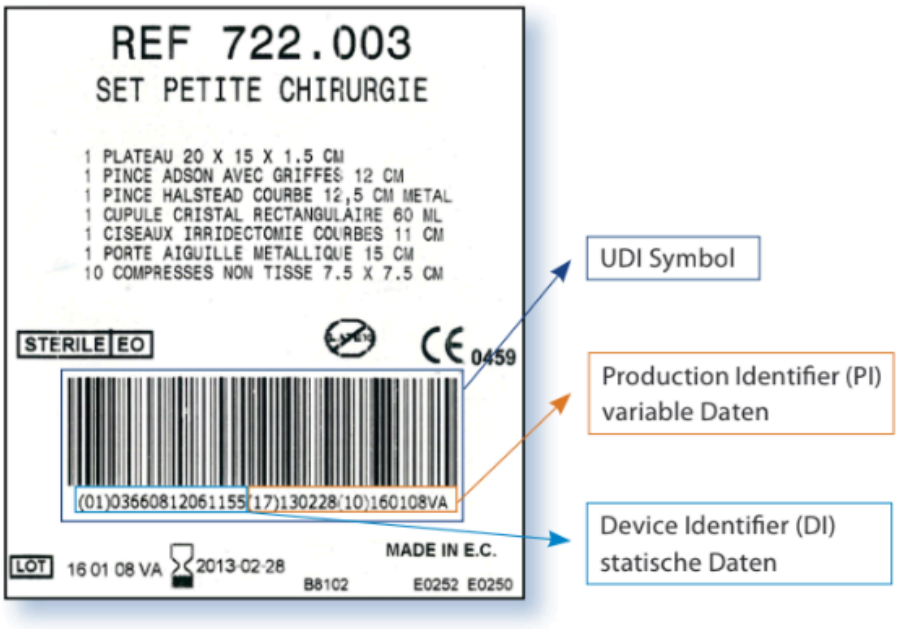


1.3.3 Placement of Label on the Carton (TU)



1.3.4 Example of Label for Set Article including UDI

UDI Beispiel



2. Shipping Addresses – Contact Information – Opening Hours

2.1 Shipping Addresses & Contact Information

Cosanum AG
Brandstrasse 28
CH-8952 Schlieren
Email: globalpurchasing@cosanum.ch
Tel.: +41 43 433 67 60
Report to “Wareneingang” / Platform 1

Cosanum AG Industrie Werrikon
Tumigerstrasse 111
CH-8606 Nänikon
Email: globalpurchasing@cosanum.ch
Tel.: +41 43 433 67 60
Report to “Lagerhaus”

2.2 Opening Hours

Schlieren – Opening Hours
International deliveries:
07:00 – 12:00 / 13:00 – 16:00

Domestic deliveries:
07:00 – 12:00

Werrikon – Opening Hours
International deliveries:
07:00 – 12:00 / 13:00 – 15:00

Domestic deliveries:
07:00 – 12:00

Rhenus Logistics AG
Solenbergstrasse 7
CH-8207 Schaffhausen
Email: globalpurchasing@cosanum.ch
cc email: MV_RL_SH_Cosanum@ch.rhenus.com
Tel.: +41 43 433 67 60
Report to “Anmeldung”
Opening Hours
08:00 – 12:00 / 13:00 – 16:00

3. Order Processing

3.1 Response Time
Every order from Cosanum AG must be processed and confirmed within 48 hours.

3.2 Order Confirmation
The order confirmation must include the following information:

- Sender and recipient addresses including contact information
- Cosanum order number (PO)
- Marking including price/value
- Discounts
- Cosanum and/or supplier article number by item
- Delivery date (CET)
- Quantity per item according to order unit
- Terms of payment according to order
- Incoterms (current status)

3.3 Reference Data
Transmission of item reference data (“Item Setup Form”) must be complete and electronic, in accordance with the requirements of the respective product regulations (such as MedDO, MDR, IVDR, etc.) and GS1 guidelines.

3.4 Price Changes
Price adjustments must be communicated to Cosanum in writing at least three months in advance and must include the following information:

- Reason for the amount of price adjustment (price drivers, clear description of cost structure)
- Open file with price information on item level (“old” price % adjustment, “new” price)
- Validity and duration

3.5 Product Adjustments
Any product changes in terms of specifications, production, country of origin, customs clearance, volume measure (LxWxH), units, weight and packaging changes must be reported to Cosanum at least three months in advance.
Corresponding product changes that involve new or adjusted documents must be automatically sent to Cosanum, with no need for a request.

3.6 Delivery Information – Notification
It is mandatory to send an email notification at least 24 - 48 hours in advance (order contact person / globalpurchasing@cosanum.ch) with the following information and documents. Please note that longer waiting times have to be expected for deliveries that have not been scheduled. We also reserve the right to refuse these deliveries if necessary.

- Supplier name
- Order number / PO
- Number of pallets / TUs
- Delivery note
- CMR – Waybill / AWB
- GDP / ADR documents

- Certificates
- Tracking no.

3.7 Contents of Delivery Note

- Sender and recipient addresses including contact information
- Cosanum order number (PO)
- Article description by item
- Cosanum and/or supplier article number by item
- Batch no. / Lot no.
- Expiration date
- Quantity per item based on order unit
- Gross, net weight
- Incoterms
- Number of pallets/TU etc.

3.8 Shipment Data

A delivery note must be attached to each consignment in paper form, clearly visible and protected from external influences. In addition, CMR, AWB, GDP and ADR documents etc. must also be supplied in paper form and/or sent electronically to wareneingang@cosanum.ch.

3.9 Settlement and Credits

Please provide us with your bank and account details, IBAN no., tax ID and so forth before we begin working together.
Please send your commercial invoices in PDF form (one PDF per invoice) to the invoice address below.
One invoice per purchase order (PO) and not per delivery! (Only one purchase order per invoice).
Please refer to our purchase order (PO) for payment and delivery terms.

3.9.1 Invoice Addresses & Account Details

Cosanum AG
Smart Data Finance
Brandstrasse 28
CH-8952 Schlieren

Email: sdf@cosanum.ch
Tel.: +41 43 433 66 00
Tax ID/UID: CHE-107.967.501
ZAZ account no. 4594-0

CHF : CH76 0077 7009 2986 3098 1
EUR: CH06 0077 7009 2986 3088 3
USD: CH32 0077 7009 2986 3109 4

3.9.2 Contents of Invoice

For foreign suppliers, please also see “Export / Import and Customs Clearance” (from point 6 on)

- Sender and recipient addresses including contact information
- Cosanum order number (purchase order no. / PO)
- Cosanum and/or supplier article number by item
- Article description by item
- Quantity by item according to order unit
- Price per piece and per item
- VOC content per item in %
- Total price in the currency indicated in our order
- VAT as % and amount

- Invoice date
- Unique invoice number
- VAT number / tax no.
- Bank details
- Terms of payment based on agreement / order

3.9.3 Additional Invoice Information
Please specify if not noted on a proforma invoice or delivery note.

- Gross, net weight
- Incoterms
- Number of pallets/TU etc.
- Country of origin by item
- HS code / customs tariff number by item

3.10 Transmission of Image Data
To ensure that the images in the web shop have a uniform appearance, we need image data that corresponds to the specifications.

3.10.1 Image File Type
Requirements for image files

- JPG file
- RGB colour mode
- min. 2400 pixels (high resolution) // 400 x 400 mm
- Product cut out on white background
- Article no. per image
- Clear labelling

3.10.2 Transfer Options
cosanum.wetransfer.com
FTP server, USB sticks, Dropbox, G-Drive link

3.11 Brand Logos
File type EPS, AI, colour, black or white and vectorized

3.12 Returns / Recalls
Any defects in the quality of the packaging or product and any possible danger during use must immediately be reported to Cosanum and, if necessary, to the competent authorities.

3.13 Non-Scheduled Deliveries
A delivery or service prior to the agreed date is only be permitted with Cosanum's express consent. Such a delivery or service may not cause any disruption to Cosanum. In particular, payment due dates will not begin to run on the invoice date or when the goods are handed over, but only after the agreed delivery date. If the shipping date is delayed, the service provider must store the goods for a minimum of three months at its own risk and expense.

4. IT Department

4.1 EDI
For electronic exchange of product data and business documents, contact our Smart Data Development Team → sdd@cosanum.ch

5. Quality & Regulations

5.1 Contact Information
For questions regarding quality and regulations, please contact wolfgang.brundiers@cosanum.ch or gianmarco.ettisberger@cosanum.ch.

5.2 MDR – MedDO – CH-REP
This section applies exclusively to medical devices. The supplier confirms that it complies with the requirements imposed on it by the MDR (or, if based in Switzerland, the MepV). In particular, it must be ensured that the manufacturer of the products in question has fulfilled its obligations under Art. 10 MDR. Medical devices manufactured outside Switzerland require a Swiss authorized representative (CH-REP). The supplier or manufacturer is responsible for indicating the CH-REP on the labeling (see 1.3.2 above). Cosanum confirms its compliance with the requirements of the MedDO.

5.3 Quality Complaints
Cosanum notes any non-conformities through a CAPA (Corrective Action, Preventive Action) system and reports them to our partners so that lasting improvements can be made. In case of repeated quality non-conformities, we reserve the right to invoice the resulting costs if no optimisation is determined.

5.4 Audits
Cosanum reserves the right to conduct an annual scheduled audit and offers this opportunity to our partners under the same conditions.

5.5 GMP & GDP Transport
Medicinal products and medical devices must be in a GMP-compliant manner manufactured, labelled, stored, registered and GDP-compliant transported. If required, an extract of the GDP transport conditions must be sent to Cosanum (wareneingang@cosanum.ch and beschaffung@cosanum.ch) within 4 hours, showing and confirming the temperature sequence and compliance with the necessary conditions.
In addition, please send us your GMP and GDP certificates in PDF format without being so requested.

5.6 Dangerous Goods / Hazardous Substances
If a product contains hazardous substances, is subject to the ADR/SDR and/or the EPA (Environmental Protection Act), VOC (Volatile Organic Compounds) etc., Cosanum must be sent an SDS (Safety Data Sheet) in PDF format, compliant for the Swiss market, without being so requested. Please proactively send Cosanum any new Safety Data Sheet due to product modification.

5.7 Product Service Life and Shelf Life
The products must have a service life / shelf life of at least ⅔ upon delivery.

5.8 Transfer of Benefit and Risk
The transfer of benefit and risk will be determined in accordance with the latest Incoterms and communicated to our partners at the time of the order.

6. Export / Import and Customs Clearance

6.1 Administrative
Before the customs declaration (e-dec), we kindly ask our partners to properly issue all documents required for customs clearance and to email them to the contacts noted. If you have any questions, please do not hesitate to contact us at the following addresses.

6.2 Contact Information
Global Purchasing
Email: globalpurchasing@cosanum.ch
Tel.: +41 43 433 66 00
ZAZ account no. 4594-0
Tax ID/UID: CHE-107.967.501

6.3 Forwarder of our choice
(Mandatory for EXW/FCA deliveries)
DACHSER Spedition AG
Logistik Zentrum Regensdorf
Althardstrasse 355
CH-8105 Regensdorf
Email: keyaccounts.regensdorf@dachser.com
Tel.: +41 44 872 11 50

6.4 Requirements for Customs Clearance

6.4.1 Customs Data
Customs clearance requirements for foreign suppliers. The following information must be clearly indicated on the invoice for customs purposes.

6.4.2 Dangerous Goods / Hazardous Substances
Dangerous goods / hazardous substances must be clearly marked as such.

6.4.3 Products Containing VOC
For products that may contain VOCs, the VOC content must be indicated or it must be noted that the product does not contain VOCs.

6.4.4 Disposable Apparel and Similar Items
Products made of non-woven fabric and/or PE/PP (such as clothing, drapes, or similar) that fall into this category must be labelled accordingly.

6.4.5 Masks
For masks, specify the type (FFP1, FFP2, FFP3, etc.) and the corresponding certification (Type II, Type IIR, or European Standard EN14683, etc.).
Also specify whether the product is made of non-woven fabric or PE/PP.

6.4.6 Medical Devices
For all medical devices (including gloves), the relevant standard must be stated.

6.4.7 Customs Tariff Number
For all products, a customs tariff number of at least 6 digits must be indicated. This must be determined with the utmost care, using the appropriate expertise.

6.4.8 Reference Number
Our order number and Cosanum's item number must be clearly shown.

6.4.9 Country of Origin
The country of origin of the goods must be shown by article. Preferential origin status should be shown, when possible, supported by a **proof of origin** (such as invoice declaration, EUR.1 etc.) for purposes of the applicable free trade agreement.

6.4.10 Material Designation
Products must be supplemented with a comprehensible material designation, if this is not clearly recognizable from the article name.

6.4.11 Export Control Regulations
Because the end-use of the goods is usually in Switzerland, Cosanum does not require end-use declarations from its customers. Dual use goods must therefore be explicitly marked as such and an end-use declaration explicitly requested from the customs department.

7. Declaration of Consent

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Version 260702

Declaration of Consent

We hereby confirm that we have read and understood this document **"Supply Chain Quality Principles for our Partnership"** and that this is part of our partnership cooperation.

Company _____

Last Name _____

First Name _____

Position _____

Place and Date _____

Signature _____

Please email the completed and signed Declaration of Consent to globalpurchasing@cosanum.ch

Our sincere thanks

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CH-8952 Schlieren
+41 43 433 66 00
cosanum.ch