

General: The DURST purchasing process is spread over 2 departments:

- The strategic purchasing department coordinates commercial issues with the supplier (price, terms of delivery, planned delivery time, etc.).
 - The materials planning department issues the purchase orders or call-offs on the basis of the terms specified by strategic purchasing. It monitors requirements and orders goods in the right quantity on the right date.

Annex 1: "Durst Order Processing Methods"

Standard purchase order: This order form is used for one-off or recurring requirements where no master agreement exists. The quantity and delivery date are always clearly defined in this case. The purchase order is sent by e-mail. At the same time, a 2nd e-mail is sent containing a link for access to our portal, where the supplier must confirm the order in a timely manner. Instructions for using the portal can be found here: <https://portal.durst-group.com>

Master Agreements

A master agreement is a long-term agreement between the supplier and "Durst Group AG" (Durst). In it, Durst undertakes to purchase

- a specified quantity of material
- within an agreed period, and
- on agreed terms

from the supplier.

As a general principle, it is possible to conclude a master agreement with Durst in the form of (1) a volume agreement or (2) a delivery schedule.

Master agreements are drawn up by the relevant purchasers on the basis of quotations.

Material planners send call-off orders to suppliers on the basis of requirements.

1. Volume Agreement

With a volume agreement, material is ordered on a continuous basis as required in the form of call-off orders until the total contractual quantity is reached. Durst issues the orders at least 2 weeks before the required delivery date.

The supplier will not receive a demand forecast from Durst exceeding this 2-week limit.

2. Delivery schedule

In contrast to a volume agreement, a delivery schedule uses dynamic forecasts. This means that the supply partner receives a weekly updated extract from Durst's requirements planning and can therefore carry out more detailed capacity planning.

Fixing, and hence the binding call-off schedule, is performed at least two weeks prior to the effective requirement date (=freeze period). Within this period, dates and quantities will not change without consultation with the supplier. The non-binding schedule, on the other hand, is for planning purposes only.

The following **conditions** apply as a matter of principle:

- Non-binding delivery schedules may be subject to change. Delivery schedules are therefore updated regularly.
- The supplier receives an updated delivery schedule from Durst once a week, usually on Thursdays. If there are no changes, no notification will be sent, and the last notification will remain valid.
- Fixed schedule dates are marked in the delivery schedule with an asterisk (*). Fixed means that the delivery date and the delivery quantity will no longer change.
- All delivery schedule dates are fixed by Durst at least 2 weeks before their due date.
- There are usually no non-fixed schedule dates in the 2-week preview window.
- The supplier undertakes to inform Durst immediately by e-mail if it becomes aware that it cannot adhere to a fixed delivery schedule date, or to other planning delivery dates in the preview. At the same time, the supplier must communicate the best possible alternative delivery date.
- All delivery schedule dates not marked with an asterisk (*) have no fixed character and merely represent Durst planning data. The supplier must ensure that it is able to deliver on the dates shown in the preview.

How to Read a Delivery Schedule – Basic Content (see Annex):

1. “Delivery schedule number/order number”: this is the internal number of the relevant call-off order from Durst. Among other things, it serves as a reference for clearing incoming deliveries.
2. “Date”: this is the creation date of the call-off order.
3. “Change date”: this is the date of the last change / update to the call-off order.
4. “Term start and term end”: these two dates mark the beginning and the end of the term of the call-off order, i.e. the period during which goods can be delivered and invoiced. The end date can be extended in agreement with the supplier.
5. “Target quantity”: this is the original total quantity of the call-off order. It may be subject to corresponding changes during the term of the agreement.
6. “Scheduled quantity”: this is the "quantity delivered" (see point 7) plus the sum of the relevant quantities of all current delivery schedule dates.