

Document for new suppliers - please fill out and return immediately!

Company: _____

Steinbeis Papier GmbH

Address: _____

purchasing agent according to order

Stadtstraße 20

25348 Glückstadt

Recipient e-mail address for our orders:

(If possible neutral) e-mail address: _____

The supplier is responsible for keeping the specified e-mail address permanently available and for informing the Steinbeis Papier GmbH immediately if the e-mail for order transmissions changes. If possible, please do not use a personal email address.

Conditions of supply: DDP customer location „Incoterms 2020“

Terms of payment: material: 14 days 3% discount/ service: 30 days net

General terms and conditions of purchase and site regulations: <http://www.stp.de/en/suppliers>

We are a voluntary member of the BME Compliance Initiative.

<https://www.bme.de/services/zertifizierungen/bme-code-of-conduct>

We expect our suppliers to at least comply with the 10 principles of the UN Global Compact.

<https://www.globalcompact.de/en/about-us/united-nations-global-compact>

By completing the document, you confirm your company's commitment to the UN Global Compact or higher standards on human rights, the environment and sustainability.

Contact person for order processing:

Name: _____

Phone number: _____

E-mail address: _____

Invoice dispatch as PDF to:

Steinbeis Papier forwarders and chemical suppliers to: InvoicesCC_STP@stp.de,

all other suppliers of Steinbeis Papier to: Invoices_STP@stp.de.

Suppliers for Steinbeis Energie to: Invoices_STE@stp.de,

suppliers for EBS-Concept to: Invoices_EBSC@stp.de,

and suppliers for B+S Papenburg Energie GmbH to: Invoice@bsp-energie.de.

Signature

Date

Stamp