

Gapwaves Supplier Manual

1 Purpose

The purpose with this document is to define what Gapwaves demands from their suppliers in order to efficiently process orders and shipments.

2 Order Confirmation

A purchase order from Gapwaves shall be confirmed back to purchase@gapwaves.com within two working days and shall contain the following:

- Delivery date
- Price
- Quantity
- Delivery term
- Technical requirements

Any changes made to any aspect of the confirmed order shall be made through a completely new order confirmation, which shall be sent to purchase@gapwaves.com as soon as possible.

3 Delivery note

A delivery note shall always be sent together with the shipment and shall contain the following:

- Gapwaves point-of-contact (recipient)
- Gapwaves PO number
- Quantity
- Item number and description
- Link to technical documentation (if applicable)

4 General remarks

- Delivery of packages above 12 kg is only acceptable by Gapwaves in exceptional situations. All packages with weight above 12 kg shall be clearly marked as heavy
- For pallet deliveries, Gapwaves only accept EU standard pallets to be used
- The supplier shall strive to maximize the use recyclable or circulating packaging
- The supplier shall avoid excessive use of packaging material Strive to pack densely
- The supplier shall strive to use environmentally friendly transportation options