



INVOICING AND PAYMENT REQUIREMENTS

Safegear has implemented an automated invoice process. It is very important that suppliers follow the invoicing requirements in order to avoid manual handling that will delay the invoice payment.

By choosing to function as a supplier to a Safegear entity, you consent to these mandatory terms.

Denmark:

Safegear ApS
Hørkær 14, 1.sal
DK-2730 Herlev

VAT: DK32878709

Invoices to Safegear ApS are accepted in Danish, Spanish or English language.

Switzerland:

Safegear GmbH
Wohllebasse 4
CH-8001 Zurich

VAT: CHE-178.641.763

Invoices to Safegear GmbH are accepted in German or English language.

Mandatory information on the invoice

- 1) Legal name, address and VAT number of supplier
- 2) Invoice number
- 3) Invoice date
- 4) Bill to (see below)
- 5) Invoice must quote Safegear VAT number (mandatory for non-Danish suppliers within the EU)
- 6) Reference number (if provided)
- 7) Itemized description of the products or services
- 8) Taxes (wherever applicable)
- 9) Total amount due



Mandatory Electronic invoicing

Suppliers must **e-mail invoices in PDF format** to the relevant entity:

Safegear ApS (Denmark): dk.invoice@safegear.com

Safegear GmbH (Switzerland): ch.invoice@safegear.com

PDF Invoices are automatically uploaded to our accounting system. **This is an automated process - ONLY PDF ATTACHMENTS WITH INVOICES ARE PROCESSED.**

DO NOT SEND ANY OTHER MESSAGE OR ATTACHMENT BESIDES PDF INVOICES.

For all other matters than submitting a PDF invoice, **CONTACT YOUR REGULAR CONTACT PERSON AT SAFEGEAR OR CONTACT US ON INFO@SAFEGEAR.COM.**

If uncertain about which entity to invoice, please do check the purchasing order or contact Safegear personnel for clarification **BEFORE** submitting an invoice.

Do not send invoices to personal email addresses.

Only one invoice attachment (PDF) per email.

Do not send the same invoice twice (e.g. hard copy and email).

Payment

Safegear's standard payment terms are 30 days.

Please ensure that these payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Safegear personnel.

IBAN and SWIFT/BIC must be included for all international payments except for the U.S.A.

Supplier Conduct

Safegear is committed to conducting its business free from unlawful, unethical or fraudulent activity. Suppliers are expected to act in a manner consistent with high ethical and professional standards including reporting promptly unlawful, fraudulent or unethical conduct.

This document takes effect from January 1st, 2017 and will remain effective until further notice.