



Introduction

The Anthony Veder (AVRZ) Supplier Guidelines describe the information and actions required by the supplier, which are critical for the supply of products and services on board AVRZ ships, as well as for timely payment of invoices.

Request For Quote (RFQ) Form

- The AVRZ General Terms and Conditions of Purchasing are applicable to all AVRZ Request for Quotes.
- AVRZ issues a Request for Quote to suppliers in order to receive prices for the products and services required on AVRZ ships. The RFQ will be sent via email and advises the supplier of the technical description of items AVRZ wants to purchase, as well as required delivery information like required Incoterms, delivery date, etc.
- Supplier's quotations shall be submitted by returning the RFQ form via email.

Purchase Order/Service Order

- The AVRZ General Terms and Conditions of Purchasing are applicable to all AVRZ Purchase and Service Orders
- AVRZ issues Purchase Orders or Service Orders to place a firm order with a supplier. The Purchase Order or Service Order is either a confirmation of a RFQ or a delivery request based on a previously concluded written agreement between supplier and AVRZ.
- The Purchase Order or Service Order has a unique number and cannot be modified once it has been issued. If changes are required, you must contact the buyer prior to the items being delivered or picked up.

Delivery Instructions

- **Suppliers may only provide goods and services to AVRZ ships after having received the Purchase Order or Service Order. AVRZ does not guarantee payments of deliveries made without Purchase Order or Service Order and it is the supplier's responsibility to receive these payments.**
- AVRZ encourages its suppliers to support and participate in reducing waste and being environmentally friendly. An environmentally friendly supplier is a preferred supplier.
- All packages shall be clearly marked with the ship's name, Purchase Order or Service Order number, requisition number and shipboard delivery location as referred to on the Purchase Order or Service Order.



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- Each and every Purchase Order **must** be packed separately. I.e. at no time, two or more Purchase Orders may be packed in the same box. Multiple Purchase Orders may be packed onto one pallet, provided the pallet is marked as above for every Purchase Order, however Purchase Orders with different shipboard locations **must** be packed onto separate pallets.
- Wood packaging must meet the ISPM#15 international standard.
- Goods delivered to AVRZ ships shall under no circumstance contain asbestos material.
- Two copies of the packing list shall be attached to the outside and one more shall be included in each single packing. When multiple Purchase Orders are packed onto one pallet, the pallet's packing list shall contain the total contents of each individual packing list belonging to each individual Purchase Order packed onto the pallet.
- The Purchase Order details whether the supplier is requested to send the packages to an AVRZ warehouse, agent or ship.
- **Backorders or partial deliveries are never allowed.** If the supplier cannot deliver an item mentioned on the Purchase Order or cannot (partly) perform a service(s) mentioned on the Service Order on the required delivery date, the buyer mentioned on the Purchase Order or Service Order shall be contacted for further instructions.
- In emergency situations, the supplier is allowed to deliver orders on board, however only after approval by the ship's superintendent. The supplier will receive a Purchase Order or Service Order for emergency deliveries afterwards or the ship must pay urgent orders in cash directly to the supplier. It is the responsibility of the supplier to receive a Purchase Order or Service Order if the ship has not paid in cash directly to the supplier.

Invoice Requirements

- **AVRZ Rederijzaken B.V. (AVRZ) maintains a "Zero Tolerance" policy for the payment of supplier invoices. If a supplier's invoice does not meet the AVRZ requirements, as listed below, it will be returned for correction. Payment delays will then occur.**
- Unless otherwise arranged in a written Agreement, AVRZ pays invoices 45 days net after the correct invoice has been received in the accounts payable department.
- Unless otherwise arranged in a written Agreement, AVRZ only accepts invoices received within 6 months after the Purchase Order issue date. Invoices received over 6 months after the Purchase Order issue date will not be paid.



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- Following invoice requirements must be met in order for AVRZ to be able to process the supplier's invoice. Invoices not matching below requirements will be sent back to the supplier and result in payment delays.
 - Every invoice must mention the ship's name and the Purchase Order number.
 - The invoice and Purchase Order must match exactly on item description, unit price and unit of measure.
 - The line numbers on the invoice must match those on the Purchase Order. I.e., line item three on the invoice must correspond with line item three on the Purchase Order.
 - The invoice may not include charges that have not been included on the Purchase Order.

- Payment will only be made in accordance with the Incoterms mentioned on the Purchase Order.

- Following proof of delivery must be attached to the invoice:
 - For deliveries onboard, a delivery receipt signed and stamped by the ship must accompany the invoice.
 - For deliveries to a Marinetrans warehouse or agent, a delivery receipt signed and stamped by the warehouse or agent must accompany the invoice.
 - If the AVRZ freight forwarder picks up the Purchase Order, a signed pick up receipt must accompany the invoice.
 - Service Invoices shall be accompanied by the Service Report. In addition, the Service Report shall be sent, immediately after having completed the service, to the ship and superintendent of the ship.

- Supplier shall issue only one invoice per Purchase Order (do not submit multiple invoices for the same Purchase Order) AND supplier shall not issue an invoice containing multiple Purchase Orders (do not submit invoices with multiple Purchase Orders or on them).

- Sales Taxes will not be paid. AVRZ is tax-exempt when the items are for the use of operations aboard ship. Tax-exempt certificates are available on request.

- All credit invoices must reference the applicable Purchase Order and original invoice number.

- In order to expedite payments all invoices must contain the bill to addresses on the Purchase Order AND exactly reflect one of the addresses below. Invoices incorrectly addressed will be sent back to the supplier and will result in payment delays.



PRINS ALEXANDER	AVRZ REDERIJZAKEN B.V. AS SHIPMANAGER ON BEHALF OF AND AS AGENTS ONLY FOR ATLANTIC GAS AS (FOR PRINS ALEXANDER) PARKLAAN 2 3016 BB ROTTERDAM THE NETHERLANDS
CORAL FAVIA	AVRZ REDERIJZAKEN B.V. AS SHIPMANAGER ON BEHALF OF AND AS AGENTS ONLY FOR SCHEEPSFONDS HANZEVAST GASTANKERS B.V. (FOR CORAL FAVIA) PARKLAAN 2 3016 BB ROTTERDAM THE NETHERLANDS
ALL OTHER SHIPS	AVRZ REDERIJZAKEN B.V. AS SHIPMANAGER ON BEHALF OF AND AS AGENTS ONLY FOR <ul style="list-style-type: none">• SCHEEPVAARTMAATSCHAPPIJ CORAL MEANDRA B.V.• SCHEEPVAARTMAATSCHAPPIJ CORAL OBELIA B.V.• SCHEEPVAARTMAATSCHAPPIJ CORAL MILLEPORA B.V.• SCHEEPVAARTMAATSCHAPPIJ CORAL CARBONIC B.V.• SCHEEPVAARTMAATSCHAPPIJ CORAL RUBRUM B.V.• SCHEEPVAARTMAATSCHAPPIJ CORAL RIGIDA B.V.• SCHEEPVAARTMAATSCHAPPIJ CORAL LOPHELIA B.V.• CORAL LEAF SHIPPING B.V.• CORAL PALMATA SHIPPING B.V.• CORAL PAVONA SHIPPING B.V.• CORAL IVORY SHIPPING B.V.• CORAL METHANE SHIPPING B.V.• CORAL PARENSIS SHIPPING B.V.• CORAL ENERGY SHIPPING B.V.• CORAL STAR SHIPPING B.V.• CORAL STICHO SHIPPING B.V.• CORAL LACERA SHIPPING B.V.• CORAL ALICIA SHIPPING B.V.• CORAL ACROPORA SHIPPING B.V.• CORAL ANTHELIA SHIPPING B.V.• CORAL ACTINIA SHIPPING B.V.• CORAL PATULA SHIPPING B.V.• CORAL PEARL SHIPPING B.V.• CORAL MEDUSA SHIPPING B.V.• CORAL MONACTIS SHIPPING B.V.• PRINS HENDRIK SHIPPING B.V.• PRINS MAURITS SHIPPING B.V. <p>PARKLAAN 2 3016 BB ROTTERDAM THE NETHERLANDS</p>

- AVRZ requires suppliers to send invoices electronically. Following instructions must be followed:
 - Invoices must be emailed to invoice@anthonyveder.com.
 - Mention your company name and invoice number in the subject line of the email.
 - Invoices shall be sent in .PDF format only. Other formats (i.e. .TIF, Word or Excel files) will be rejected.
 - A Proof of Delivery (POD, refer to above) shall be sent together with the invoice. Invoice and POD must be sent as one single .PDF file.
 - One .PDF file shall contain **only one** invoice + POD. Files containing multiple invoices and / or POD's will be rejected.



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- Taking into account the aforesaid, one email may contain multiple .PDF files invoices as possible.
 - All invoices will require one of the legal addresses as mentioned above. Invoices without or with an incorrect address will be rejected.
 - Do **not** send a paper invoice for an emailed invoice. The emailed .PDF invoice will be treated as your original invoice.
 - Do **not** resend your – original – invoice to invoice@anthonyveder.com when requesting for payment status, but send to finance@anthonyveder.com instead.
 - Do **not** send other information (product promotions, updates, etc). These will neither be read nor processed if sent to mentioned email addresses.
- All inquiries regarding the payment of AVRZ invoices must be directed to the finance department. Email finance@anthonyveder.com. Do **NOT** send these inquiries to invoice@anthonyveder.com at any time. Your inquiry sent to this address will not be answered and delay in payment will occur.
 - Supplier is responsible for sending its invoice to the correct (email) address. AVRZ is not responsible for the invoice until it has been received, either electronically or in our office. Payment terms will be calculated from the day the correct invoice has been received, either electronically or in one of our offices.

Any invoice sent incorrectly and / or not meeting the criteria mentioned in these Invoice Requirement will be rejected and not be paid.