

Supply Chain Protocol for Suppliers

Lely International NV
Lely Industries NV



1. Purpose of the protocol

This Supply Protocol (hereinafter referred to as the “Protocol”) describes the ordering, delivery and invoicing procedures and related systems and/or processes that Supplier needs to follow to ensure a flawless operation and document processing.

This Protocol forms an integral part of the Agreement between the Parties.

This protocol applies to all suppliers, to deliveries on all production and warehouse locations. All topics within this protocol apply to all unless it is specified.



Contents

1. Purpose of the protocol	2
2. General	4
3. Product price list	4
4. Long Term Supplier's Declaration (LTSDS)	5
4.1. Types of Long-Term Supplier's declarations (LTSDS)	5
4.2. Supplier Responsibilities	5
5. Security of supply	6
6. Supplier performance and liability	6
6.1. Purchase Order non fulfillment	6
6.2. Impact of delay	6
6.3. Performance supplier	6
7. Forecasting	7
8. Order process	7
8.1. Supplier platform	7
8.2. Order confirmation	7
8.3. Order Change	7
8.4. Order Cancellation	7
8.5. Order information	8
8.6. Tradeshift activation	8
8.7. Tradeshift E-Logistics	8
9. Service providers of Lely	8
9.1. Service providers	8
9.2. Security measures suppliers	8
9.3. Delivery process	9
9.4. Documentation	9
9.5. Lely managed transport	9
9.6. Impact non announcement	9
10. Packaging requirements	10
10.1. Emballage	10
10.2. Product identification	10
10.3. Logistic packaging – boxes/package + pallet	10
10.4. Dangerous goods	12
10.5. ADR	12
11. Labeling and packing list instruction	13
11.1. Labeling – cartons, master/multipack and pallet	13
11.2. Master carton / multipack labeling	13
11.3. Pallet labelling	13
11.4. Packing List	13
12. Address and contact information	15
13. Invoice requirements	16
13.1. Invoicing Manual	16
14. Miscellaneous	17
14.1. Amendments protocol	17
14.2. Public holiday notices	17

2. General

Supplier is responsible for providing Lely with the correct contact information. Also, in the event that Supplier contact is unavailable. Supplier must always be up to date with the latest information from Lely.

3. Product price list

This protocol is applicable to all items listed under **annex 2, Product Price List**. Lely will issue PO's according to the agreements on price and lead time listed in the Annex.

Supplier and Lely have the joined responsibility to keep the list up to date. The item list will be updated at least once a year, or upon awarding of a new item.

The list must contain the following information:

- a. Lely item number
- b. Revision status
- c. Lely description
- d. Supplier Product number (if applicable/available)
- e. Supplier description (if applicable/available)
- f. Price per unit
- g. Unit of measure
- h. Minimum order quantity
- i. Order multiple
- j. Packaging quantity
- k. Type of packaging
- l. Packaging dimensions
- m. Lead time
- n. HS code
- o. Country of Origin
- p. Warehouse code (Lely)
- q. Incoterms
- r. UN Code Dangerous goods (if applicable)
- s. Dangerous Goods class and packing group (If applicable)
- t. Safety stock (if applicable)

4. Long Term Supplier's Declaration (LTSDS)

Suppliers are required to provide Long-Term Supplier's Declarations (LTSDs) for all products they supply to Lely.

All LTSDs must be submitted exclusively through the MIC Portal. The MIC Portal provides a structured and automated process for collecting LTSDs from suppliers to ensure consistency, traceability, and legal compliance across our supply chain.

4.1. Types of Long-Term Supplier's declarations (LTSDs)

There are two types of LTSD requests, depending on the origin status of the goods: Long-term supplier's declaration for products having preferential origin status – EUALL Request: For goods that originate within the European Union and qualify for preferential treatment under EU rules of origin.

Long-term supplier's declaration for products of non-preferential origin – MA Request: For goods originating outside the European Union.

4.2. Supplier Responsibilities

4.2.1. MIC Portal Onboarding Requirements

Suppliers must provide Lely with two personal email addresses to set up their MIC Portal accounts.

- a. To ensure accountability and traceability:
 - i. Both email addresses must belong to individual persons (not generic or shared mailboxes).
 - ii. These individuals must have the authority to sign LTSDs on behalf of the supplier.
- b. Suppliers may optionally register a shared or generic mailbox as a third email address, in addition to the two required personal contacts.
- c. Suppliers will receive guidance materials for using the MIC Portal once the email addresses are provided and their MIC account is created.

4.2.2. Selecting the correct Type of LTSD

- a. It is the supplier's responsibility to determine whether their products fall under preferential or non-preferential origin and to provide the correct LTSD type accordingly.
- b. Lely does not accept LTSD submissions if the same product is listed under both preferential and non-preferential declarations for the same or overlapping validity period.

4.2.3. Submission Timeline and Compliance Rules

- a. Suppliers must submit the required declarations within 2 weeks after receiving the MIC notification via email.
 - i. iMIC will send a reminder every 2 weeks, up to three reminders in total, until the LTSD is submitted.
 - ii. One week after the 3rd reminder, the supplier's Lely contact person will reach out to provide support and resolve any issues preventing submission.
- b. To meet Lely's compliance standards, all data must be completed directly in the MIC Portal.
- c. Lely does not accept LTSDs sent via email in PDF, Word, or any other external format.

5. Security of supply

Purchase Orders will be based on the lead times that are agreed between Lely and Supplier. Supplier is responsible for timely updating the lead times and offering the best possible commercial lead times to Lely.

As part of the Business Continuity Plan and to ensure uninterrupted availability of supplies to Lely, Supplier will keep a predefined working buffer stock (Working Buffer Stock), as defined in **Article 5.3**, for Products that are uniquely designed, developed, manufactured and/or purchased solely for Lely. The specific Products for which a Working Buffer Stock will be maintained shall be agreed between the Parties. Supplier is responsible for the proper storage and safekeeping of such Working Buffer Stock.

For these specific Products, having the biggest impact on the lead times, Supplier and Lely will define a minimum and maximum quantity of Working Buffer Stock levels. The quantities will be agreed upon for every product item separately and will be mentioned in the Product Price List per Product item.

Lely and Supplier evaluate periodically, i.e. every 6 (six) months the agreed Working Buffer Stock of every product (item) as a result of dynamic market circumstances.

Lely commits to purchase these Working Buffer Stock, in case Lely decides to discontinue the purchase of these Products from Supplier. The given commitment is only applicable for the parts and/or components of the Product that have a unique character and that are only for exclusive use by Lely.

The supplier must allocate and identify these Products as 'Reserved for Lely' and confirm this allocation by means of a written statement.

6. Supplier performance and liability

6.1. Purchase Order non fulfillment

When Supplier cannot fulfill the requirements of the Purchase Order, Supplier will inform Lely accordingly and within 2 working days after the receipt of the PO. Such notification provides (i) a clear reason why Supplier cannot comply with the Purchase Order and (ii) an indication of the best possible delivery date. Lely is entitled to oblige Supplier to provide alternative items.

6.2. Impact of delay

When Supplier is not able to deliver within the agreed lead time and/or according to specifications, Lely has the right to cancel, free of any financial obligations towards Supplier, the Purchase Order and source the item(s) from a different supplier.

6.3. Performance supplier

Supplier must perform according to the Key Performance Indicators attached to the agreement.

7. Forecasting

Lely will provide a minimum of 12 months rolling forecast to Supplier in week buckets. This forecast will be communicated on a weekly basis via the supplier portal in the D-schedule application. This forecast is for information purposes only; Lely is not committed to any volumes mentioned in these forecasts unless agreed otherwise.

Supplier will analyze these forecasts and will inform Lely when they foresee any problems for future orders/deliveries.

8. Order process

8.1. Supplier platform

Tradeshift or <https://go.tradeshift.com/> is Lely's supplier platform. This online platform can be used to confirm orders in terms of quantity, delivery date and price and view forecasts. More information about Tradeshift can be found on <https://lely.support.tradeshift.com/>.

8.2. Order confirmation

Supplier is required to provide Lely with an order confirmation within 2 working days after receipt of the PO. If needed, changes can be applied before submitting the confirmation. In case of any occurred changes after the order confirmation, please Use the Tradeshift portal to request a change and reach out to the responsible person within Lely, which is mentioned on the PO by email and/or phone. At all times Supplier is obliged to give rational argumentation of the required change to the Lely buyer.

8.3. Order Change

Lely is allowed to change the initial delivery date and quantity on an outstanding purchase order/line. In case there is an urgent need, the supply chain planner will contact Supplier and request him to improve the delivery date. When an item is not (yet) needed, Lely will contact Supplier to postpone the delivery of the PO concerned. In case the delivery of the PO is postponed, Supplier will take care of proper storage, conservation and safety of the products. For every change in delivery date, Lely requires a new order confirmation.

8.4. Order Cancellation

Lely is always allowed to request a cancellation of the PO, in which case Lely will provide a clear reason. The supplier will check the possibilities and inform Lely about the costs for a cancellation. Based on the information, Lely will choose if they want to proceed with the cancellation.

8.5. Order information

All POs will be sent by a digital format; published on Tradeshift or send via EDI. All POs always mention PO number, current date (YYYY/MM/DD) and supplier name and:

- a. Full address of the ordering Lely entity
- b. Full address of the specific delivery location (see also **chapter 3**)
- c. Lely reference number; PO number of our ERP system M3: 101***** (9 positions) and the line number of our order
- d. Supplier reference number
- e. Name of Lely employee who placed the PO
- f. Lely article numbers
- g. Revision
- h. Item description
- i. Quantity and unit as used by Lely
- j. Confirmed delivery date (no week confirmation)
- k. Price per item

8.6. Tradeshift activation

If your Tradeshift account has not been activated yet, orders are being distributed via email sprplanning-support@lely.com. Once the order is well received send your respond within 48 hours, by replying on the order request.

Should there be any changes after the order confirmation, please reach out to the planning team spr-planning-support@lely.com to notify them and to agree on a new order submission.

8.7. Tradeshift E-Logistics

The e-Logistics (EL) is an advanced module in Tradeshift for EDI users. The e-Logistics (EL) app is used for dispatch creation by Suppliers. The platform users have the possibility to create a dispatch based on open order line quantities. The e-Logistics app on the Tradeshift platform works in sync with the Order Collaboration app. To learn more about how to use

9. Service providers of Lely

9.1. Service providers

Lely has outsourced some of its service activities such as warehousing, distribution and delivery of spare parts and consumables. Therefore, it is of utmost importance that the instructions for pre-registration of deliveries and other important logistic/delivery processes and requirements are known and adhered to by all Suppliers of Lely. This to avoid unnecessary costs for handling and to ensure that all related mandatory regulations regarding shipment and transportation of the Products are compliant with local and international regulations. The service providing parties and the necessary information per service provider are made available to Supplier on the Lely internet website and can be accessed via the following link: www.lely.com/legal-notice/suppliers. Upon first request, this information will be sent to Supplier.

9.2. Security measures suppliers

All items will be delivered in accordance with the Agreement. Supplier must adopt all security measures applied in the industry. Items will be packed safely and in accordance with the applicable (safety) regulations.

9.3. Delivery process

9.3.1.

Delivery will take place at the confirmed date, time and place, in accordance with the Purchase Order and within the terms of the agreed Incoterms.

With regards to delivery of products managed by Supplier itself (transport not managed by Lely or DHB), the Supplier is required to announce the delivery as per instruction and where needed, require a delivery slot at the Lely Logistics Service Provider. Lely has nominated Rhenus Contract Logistics for Lely Spare parts, Mainfreight Logistics for Lely Consumables. The forms / instructions can be found on www.lely.com/legal-notice/suppliers. Upon first request, the access to this information will be sent to Supplier.

9.4. Documentation

All deliveries are to be accepted by

- a. Bill of transport
- b. Shipment contact manifest (on bill or separate)
- c. Packing list
- d. ADR (if applicable)
- e. MSDS (if applicable)
- f. State of Charge (if applicable)
- g. Any other document

9.5. Lely managed transport

In case the agreed incoterms with Lely are FCA, transport is managed by Lely and uses a transport group named DHB. For deliveries via DHB, you need to notify our transporter DHB one working day before collection (= two days before the delivery date at the stated delivery address). Please take care to select the correct delivery address that is pre-defined in DHB's WOEI portal. For access to the WOEI portal, please contact your designated contract manager at Lely.

9.6. Impact non announcement

Any delivery that is not announced as per described processes or not delivered compliant according to these procedures and regulation, Lely, and the nominated services providers can refuse the delivery, goods to be collected by the supplier or costs can be charged to fix any irregularity and incompliance.

10. Packaging requirements

10.1. Emballage

When using reusable crates, frames, trolleys or any other emballage, that the ownership resides at Lely, this equipment must be returned in good condition. Any questions or requests on emballage, supplier can contact Lely at emballage@lely.com.

10.2. Product identification

Each logistic unit or package must be provided with an item barcode and each level of logistic unit/package, must be provided with a label with the following product information:

- a. Unique item barcode (EAN13, Code128 or Code39)
- b. Item reference (from the packing slip)
- c. Lely article number
- d. Item description
- e. Revision
- f. Quantity per package and unit
- g. Batch or lot number (if applicable)
- h. Production date and/or expiry date (if applicable)
- i. Country of origin

Neither the logistic service providers of Lely, nor Lely, will accept any kind of responsibility for losses or unfulfilled orders caused by unscannable barcodes or missing / wrong barcode information.

10.3. Logistic packaging – boxes/package + pallet

10.3.1. Boxes/package

- a. Box/package must have a sticker or label with the above packaging/product information. Example and requirements as stipulated at paragraph 12.1.
- b. For multiple products in a box/package, clearly indicate this on the outside of the box with the indication MIXED
- c. ADR labels visible from the outside (if applicable)
- d. The package must protect the product and be catered as best as possible to the shape, weight and dimensions of the product. Where needed, dunnage material or any other material used to secure the products from shifting within the package.

10.3.2. Boxes/package

- a. Add packing slip visibly on the outside of the pallet
- b. Standard format Euro pallet and a maximum pallet height of 180 cm (including Euro pallet)
- c. Stacking on the Euro pallet must take place within the Euro pallet format 80 x 120 cm in such a way that a compact and stable whole is created (pallet and goods). Sagging or skewing of the stack is prevented by holding the load together on the Euro pallet with transparent wrapping or shrink film, by using cardboard protection for the corners, whether or not in combination with tension straps.
- d. Pallets need to be of decent quality
- e. Euro pallets will not be exchanged
- f. Box stacking in such a way that product labels are visible on the outside of the pallet
- g. In the case of oversized goods, another transport carrier may be used and/or the maximum permitted height may be exceeded, in consultation with Lely
- h. Homogeneous pallet delivery per 1 batch or lot with label with product information, ADR labels visible from the outside if applicable.
- i. For multiple products/batches on a pallet, clearly indicate this on the outside of the pallet with the indication MIXED marking
- j. Inform the warehouse of receipt in your pre-notification if you deliver goods on a MIXED Pallet

Homogeneous pallet delivery per 1 batch or lot with label with product information, ADR labels visible from the outside.



Figure 1: illustration of homogenous packaging

Heterogeneous pallet visible from outside with MIXED marking



Figure 2: illustration of heterogeneous packaging

10.4. Dangerous goods

Under dangerous goods is understood any hazardous goods that need to be transported under applicable transport laws and regulations, such as, but not limited to, the laws and regulations by road (ADR), by sea (IMDG), by air (ICAO) and by rail (RID) (hereinafter referred to as applicable transport laws and regulations)

Suppliers are obliged to ensure that they are aware of all applicable transport laws and regulations and shall comply with them. It must be noted that the supplier must also comply with the laws and regulations of the local countries.

10.5. ADR

In addition to the ADR agreement, specifying the main resolutions, the agreement also contains **annexes A and B**. Annexes A and B are regularly amended and updated.

Annex A contains a detailed classification of all materials considered dangerous in the world (classified by the UN in the TN catalog), i.e., being harmful to people, the environment, and material goods. It also determines the conditions of their transport. Each of these materials is given a four-digit number (the so-called UN number), and the agreement divides them into 13 hazard classes.

Currently, Lely has determined two applicable ADR classes.

- a. Class 5.1 Oxidizing substances
- b. Class 8 Corrosive substances

Lely may add classes at any time and will inform the supplier accordingly.

Annex B defines requirements for the vehicle crew and other persons involved in the transport, construction, and equipment of vehicles transporting hazardous materials (including trailers, cisterns, containers, etc.). It also contains information on the documentation required for transport and the rules for transporting this type of material through tunnels.

Other dangerous goods

- c. Batteries
- d. Other

In all situations, the supplier is responsible for safe production, storage and packaging, transportation and clear product, pallet and truck labeling, communication and documentation of dangerous goods and to be compliant with the applicable transport laws and regulations, and local legislation. All related licenses should be available and valid, and should be showed on first request of Lely.

11. Labeling and packing list instruction

11.1. Labeling – cartons, master/multipack and pallet

11.1.1. Carton labeling

Incoming cartons are always homogeneous (1 SKU per carton) and labeled with the following information:

- a. Unique item barcode (EAN13, Code128 or Code39)
- b. Item reference (from the packing slip)
- c. Lely article number
- d. Item description
- e. Revision
- f. Quantity per package and unit
- g. Batch or lot number (if applicable)
- h. Production date and/or expiry date (if applicable)

11.2. Master carton / multipack labeling

Incoming master cartons are always homogeneous (x SKU per carton) and labeled with the following information:

- a. Unique item barcode (EAN13, Code128 or Code39)
- b. Item reference (from the packing slip)
- c. Lely article number
- d. Item description
- e. Revision
- f. Quantity per package and unit
- g. Batch or lot number (if applicable)
- h. Production date and/or expiry date (if applicable)
- i. Country of origin
- j. ADR Label (if applicable)

11.3. Pallet labelling

One batch per pallet preferred. In case of mixed pallets (SKU or batch), place a label with MIXED on the pallet. Inform Mainfreight in your pre-announcement if you will deliver mixed pallets.

- a. ADR labels (if applicable)
- b. Lely article number
- c. Description
- d. LOT/Batch/Exp date (if applicable)
- e. QTY

11.4. Packing List

- a. Name of the Lely ordering entity
- b. Full address of the Lely entity ordering
- c. Full name & address of the specific delivery location.
- d. Lely reference number= Po number of our ERP system M3: 101***** (9 positions) = The line number of our order.
- e. Supplier reference number
- f. Lely article numbers
- g. Lot/Batch Number – Including Expiry Date/Production Date
- h. Revision
- i. Item description
- j. Quantity and unit as used by Lely (on deepest aggregation)
- k. Delivery date (not week)
- l. Total number of packages (pallets/ boxes/packages)
- m. Total gross weight in Kg
- n. Total net weight in Kg
- o. Quantities as stated on the packing slip must correspond to the delivered quantities
- p. Incoterms
- q. Revision
- r. Country of origin

Note: If (re)labeling of packaging is necessary due to the lack of a correct label, the costs will be charged.

	Information Label	Normal (Example minimal requirements)
Product Label	Information on the product: - Unique item barcode (EAN13, CODE39 or 128) - Lely item number - Revision number - Item description - QTY - Country of origin - Batch or lot nr (if applicable) - Production date (if applicable)	ARTICLE : 9.1185.0448.3 REVISION : A MODEL : Set hasbladen met Lely logo en clips 10 st. PACKING : 1 PC  Made in NL
Box Label	Information on the box: - PO reference - Unique item barcode (EAN13, CODE39 or 128) - Lely item number - Revision number - Item description - QTY in the packaging - Country of origin - Batch or lot nr (if applicable) - Production date (if applicable)	ARTICLE : 9.1185.0448.3 REVISION : A MODEL : Set hasbladen met Lely logo en clips 10 st. PACKING : 22 PC ORDER NO : 101374677  Made in NL
Pallet Label – 1 Unique SKU on the pallet	Information on the pallet: - PO reference - Unique item barcode (EAN13, CODE39 or 128) - Lely item number - Revision number - Item description - QTY in the packaging - Country of origin - Batch or lot nr (if applicable) - Production date (if applicable)	ARTICLE : 9.1185.0448.3 REVISION : A MODEL : Set hasbladen met Lely logo en clips 10 st. PACKING : 22 PC ORDER NO: 101374677  Made in NL
Pallet Label – Mixed Pallet	Information on the pallet: - PO reference - Packinglist	

Figure 3: Labelling examples per type of packaging

12. Address and contact information

Business (ordering) entity	Lely Industries N.V. Lely Industries N.V. Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands	Lely International N.V. Lely International N.V. Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands
Visiting address	Lely Industries N.V. Lely Industries N.V. Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands	Lely International N.V. Lely International N.V. Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands
Address invoicing	Lely Industries N.V. F.a.o. FinOps Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands	Lely International N.V. F.a.o. FinOps Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands
Email invoicing	invoice-industries@lely.com	invoice-international@lely.com
Email Supply Chain Planning	spr-planning-support@lely.com	spr-planning-support@lely.com
Delivery Address Lely Maassluis	Lely Industries N.V. Cornelis van der Lelylaan 1 3147 PB Maassluis The Netherlands Doors	As per specific instruction on Supplier portal

13. Invoice requirements

13.1. Invoicing Manual

Please submit your invoices to the corresponding entity e-mail address:

Entity	Invoicing email address
Lely International	invoice-international@lely.com
Lely industries	invoice-industries@lely.com

To process invoices efficiently and effectively, the following conditions must be met by the Supplier under all circumstances.

- a. Mentioning the proper Lely entity the invoice is addressed to;

*Ordering Lely entity (Lely Industries N.V. or Lely International N.V)
F.a.o. FinOps
Cornelis van der Lelylaan 1
3147 PB Maassluis*

- b. All invoices must be sent in PDF format to the e-mail address corresponding to the Lely entity;

Entity	Invoicing email address
Lely International	invoice-international@lely.com
Lely industries	invoice-industries@lely.com

- i. The invoice must feature the correct and full address of the proper Lely entity, including the VAT number;
- c. The invoice must refer to the exact legal entity, company name, as mentioned on the PO;
 - i. Payment terms and discounts as agreed with Lely;
- d. Only send one invoice per PDF document (when different invoices are included in one document, it will on be recognized as one invoice)
- e. Each invoice should refer to one PO number. Do not combine multiple Lely Purchase Order numbers on one invoice;
- f. Only include attachments (in PDF format) to this e-mail that correspond to the invoice;
- g. The invoice must feature a Lely reference:
 - i. the Purchase Order number (seven figures) and the exact Lely Purchase Order line number;
 - ii. Lely Product numbers and description of Products/ kind of service;
 - iii. the quantity per Product number as mentioned on the PO;
 - iv. Lely assignor (if above mentioned is not available)
- h. The price per item identical to the price as mentioned on the PO;
 - i. In case of a credit note, an additional reference text is required. This reference is the claim number or the number of the Lely PO to which the credit applies. In all other cases, please provide a clear description, such as the contact person.

13.1.1.

If above mentioned conditions cannot be met, the invoice will be returned and will consequently lead to delays in processing your invoices. Such invoices will not be accepted by Lely as invoice due for payment.

13.1.2.

Supplier will ensure that in case necessary details for the invoice are unknown, the Supplier will collect the necessary information prior to sending the invoice to Lely.

13.1.3.

The payment can be expected according to the agreed payment terms with Lely.

14. Miscellaneous

14.1. Amendments protocol

Lely has the right to modify this Protocol whenever required. In such case, Lely shall inform. Supplier about any proposed modification.

14.2. Public holiday notices

Supplier is under the obligation to notify Lely at least two months in advance about any public holiday office closure.



Bright farming is yours by choice

The information given in this publication is provided for information purposes only and does not constitute an offer for sale. Certain products may not be available in some specific countries and supplied products may differ from those illustrated. No part of this publication may be copied or published by means of printing, photocopying, microfilm or any other process whatsoever without prior permission in writing by Lely Holding B.V. Although the contents of this publication have been compiled with the greatest possible care, Lely cannot accept liability for any damage that might arise from errors or omissions in this publication.

For more information on the right to exclusive use please refer to our trademark notice on www.lely.com

Copyright © 2023 Lely Holding B.V.. All rights reserved.



www.lely.com