

VAT Registration Number: GB125425534

Registered Office: Brand Addition Limited
Broadway,
Trafford Wharf Road,
Manchester M17 1DD United Kingdom
Registered Number: 2083209

Order Date:	14-May-2024
Deliver By:	06-Jun-2024
Administrator:	Laura George
Email:	Laura.George@brandaddition.com

IMPORTANT INFORMATION

COMPLIANCE REQUIREMENTS

1. It is your responsibility to ensure that the Goods are fully compliant with all applicable legislation.
2. We have the right at any time to request a Technical File with the Goods.
3. Please ensure that the Triman logo and appropriate info-tri pictograms with abbreviation FR are noted on the product/product packaging/leaflet for these EPR product categories – All packaging, Print paper & graphics paper, Furniture, Textile, household linen and footwear, Electric and electronic equipment, batteries, accumulators, toys, games and tools.
4. Brand Addition Ltd WEEE Registration Number WEE/FK0220XS/PRO. Brand Addition GmbH WEEE Registration Number DE 42 17 25 10. Electrical/electronic products must contain the wheelie bin symbol.
5. All electrical/electronic products/toys/PPE must be CE/UKCA marked indelibly with a minimum of 5mm in height. Where size of product is restrictive the marking maybe on the packaging or instruction label.
6. If a product notes a CE marking, please ensure that the UKCA mark is added alongside
7. Please ensure that an EU economic operator label (and the appropriate address) is noted on the product and/or packaging.
8. Failure to meet these requirements will result in the rejection of your order.
- 9. ALL COMPLIANCE REQUIREMENTS ARE NOTED ON THE PO. PLEASE USE THE HYPERLINK PROVIDED UNDER EACH PRODUCT TO ENSURE THAT THE ORDER IS FULLY COMPLIANT.**

WAREHOUSE REQUIREMENTS

PLEASE ENSURE THAT ALL DELIVERY NOTES AND SUPPLEMENTARY DOCUMENTATION ARE REFERENCING THE EXACT PURCHASE ORDER REF AS IT APPEARS IN THE 'PURCHASE ORDER AND DELIVERY SUMMARY' SECTION ON PAGE 2

1. All deliveries of 1 pallet or more must be pre-booked. Carton numbers of 20 or more will be to be palletised, and will also need to be pre-booked. Deliveries below 20 cartons do not need to be pre-booked.
2. Each carton/carton label and accompanying paperwork should clearly show our Purchase Order number (as shown above) and unit of measure.
3. To book a delivery in for pallet/pallets please email GoodsInMcr@brandaddition.com for UK deliveries (Standard pallets only) and Goodsin.gsk@brandaddition.com for German deliveries (Euro pallets only).
4. Failure to follow instructions accompanying this Purchase Order or where re-packing is required due to inadequate/unsuitable or damaged packaging will result in a charge back to the supplier.

PLEASE USE THE BELOW LINKS TO ENSURE THAT ALL DELIVERIES ARE FULLY COMPLIANT WITH OUR REQUIREMENTS.

5. https://docs.brand-estore.com/compliance/Required_Box_Labelling.docx
6. https://docs.brand-estore.com/compliance/Delivery_and_Booking_in_Instructions.pdf
7. https://docs.brand-estore.com/compliance/Quality_Control_and_Inspection_Instructions.pdf

INVOICING REQUIREMENTS

1. Invoices and statements to be emailed to payments@brandaddition.com for Brand Addition Ltd and Brand Addition Ireland and to paymentsgermany@brandaddition.com for Brand Addition GmbH.
2. Please ensure you quote our Purchase Order number on all invoices. Failure to do so will result in non-payment. Payment terms are 60 days as stated in our T & C's unless otherwise agreed.

Supplier Address

Dummy Supplier Credit Card
MANCHESTER
United Kingdom

Delivery Address

Alice Lam
-Brand Addition / BT
Goods In
Elevator Road
Trafford Park
Lancashire
M17 1BR
MANCHESTER
United Kingdom

PURCHASE ORDER AND DELIVERY SUMMARY

Purchase Order Ref	Line	Product ID	Product Code	Description	Line Qty	Due_Date
6289266_1	1	4703425	OPR243	Openreach Recycled Drawstring Bag	1,000	06/06/2024

Ln#	Quantity	Item #	Description	Unit Cost	Cost
1	1000	OPR243	Openreach Recycled Drawstring Bag	0.6900	690.00
			Supplier Product Code	B5369	
			Country of Origin	China	
			Weight (g)	40.00	
			Intrastat Code	42029291	

Product compliance requirements <https://docs.brand-estore.com/compliance/checklist/textiles.pdf>

Supplier Alias: B5369 - Kingsgate Eco Recycled Drawstring Bag White
BA Alias: OPR243
Style:
Branding: Screen printed in navy 7547 with the Openreach logo to centre
QTY: 1000
Quote ref:
As previous PO: Purchase_Order_6490679_OC_307506

As a replacement of old code *OP243. Please ensure to use the new code **OPR243**

Compliance Requirement: Please ensure you place a sticker with Brand Addition's details to tag on the inner of the bag.
Stickers to be posted to you.
FAO - Jason
Bullhouse Mill,
Lee Lane,
Penistone,
Sheffield
S36 9NN

Please provide a copy of the artwork for approval before sending to production.

Please attach a copy of the delivery note to the shipped goods.
Please notify the warehouse of the delivery if the goods are palletised or are packed in 20 or more boxes, writing to GoodsIn@BrandAddition.com. Please note that the booking in email must contain the Brand Addition PO number, along with the details of consignment being delivered.
Should the quantity of items dispatched differ from the quantity in the order and order acknowledgement, please notify us as soon as possible.

All goods should be delivered to our Trafford Warehouse and should be clearly labelled as per below:
PO Number: (As above)
BA Part Code: **OPR243**
Product Description: Openreach White logo Drawstring bag
Carton Qty: No of items in each carton
Product Batch Number: Your ref
Carton Number: 1 of ..., 2 of ..., etc. For this order we can not accept any

brand addition.

Carton Number: 1 of ..., 2 of ..., etc. For this order we can not accept any
overs from ordered quantity

1	Carriage	Carriage	25.0000	25.00
1	MISC	Miscellaneous Costs	200.0000	200.00
1000	PRINT	Print Charge	0.2800	280.00
1	Set	Set Up Charge	20.0000	20.00

Total: GBP 1,215.00

This Purchase Order constitutes an offer by Brand Addition to purchase the above mentioned goods in accordance with our Standard Terms and Conditions of Purchase, a copy of which is available at www.brandaddition.com/supplier-tc

This Purchase Order shall be deemed to be accepted by the supplier on the earlier of: (a) the supplier issuing a written acceptance of the Purchase Order; and (b) the supplier doing any act consistent with fulfilling the Purchase Order, at which point a binding contract for the supply of the abovementioned goods shall come into existence between Brand Addition and the supplier.

Our Standard Terms and Conditions of Purchase apply to the contract to the exclusion of any other terms that the supplier seeks to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.

Any variation (either over or under) from the quantities on this Purchase Order will be accepted or rejected by us in accordance with our Standard Terms and Conditions of Purchase.

Authorised by: (1) (2)

Any order with a value in excess of 5,000 be it £, € or \$ requires two signatures.