

TERMS AND CONDITIONS OF PURCHASE ORDERS

1. Delivery and receipt of Goods

- 1.1. Goods are received from Monday to Thursday between 08:30 and 15:00, excluding national and public holidays and the working days preceding them and the last three working days of every month.
- 1.2. The Seller shall send the Buyer a delivery notice of the delivery of the Goods at least 5 working days before the planned delivery to the e-mail address of the recipient indicated in the purchase order (with a copy to the e-mail address ostud@ecdi.ee) unless otherwise agreed.

The following shall be noted in the delivery notice:

- Name of the Goods;
- Number of purchase order;
- Public procurement reference number;
- Quantity to be delivered, including the number of pallets, containers, etc.
- Dimensions of the logistic unit;
- Method of packaging (film, net, euro pallet, etc.);
- Type of means of transport with which the shipment is delivered and their amount (van, lorry, etc.);
- Specific requirements or needs for unloading the shipment;
- Planned date and time of delivery of the shipment;
- The delivery address of the destination.

- 1.3. The Seller shall deliver the Goods to the Buyer and the Buyer shall accept the Goods under the conditions agreed in the response to the delivery notice.
- 1.4. The Seller shall present the delivery note along with the delivery notice or at the moment of delivery of the goods at the latest.

The following shall be noted on the delivery note:

- Details of the Seller;
- Details of the Buyer: Estonian Centre for Defence Investments;
- Number of purchase order;
- Public procurement reference number;
- Product name, product code and quantity.

- 1.5. In addition to the delivery note, the Seller shall hand over to the Buyer all documents required for the receipt, possession, use and disposal of the Goods.
- 1.6. Upon the receipt of the Goods, the Buyer shall verify the conformity of the composition and quantity of the Goods to the purchase order, including packaging and marking. The Buyer shall prepare a delivery-acceptance act, which shall be signed by both Parties and also sent to the Seller.
- 1.7. In the absence of a delivery note, the Buyer has the right to assume possession of the respective Goods, but the delivery and receipt referred to in clause 1.6 shall be deemed to have taken place upon the receipt of the correct delivery note.
- 1.8. If a quality control of the Goods has been agreed, the Buyer shall verify the compliance of the quality of the Goods with the terms and conditions of the contract within two weeks of signing the delivery-acceptance act. The Buyer shall draw up an instrument of quality

inspection and submit it to the Seller.

2. Payment conditions

- 2.1. The Seller shall issue a machine-readable e-invoice within 5 working days after signing the instrument of delivery and receipt by which the Goods have been received (unless otherwise agreed).
- 2.2. In addition to the requirements provided in the Value Added Tax Act, the invoice must contain the following information:

If subject to payment by the ECDI: If subject to payment by the Defence Forces:

Payer: Estonian Centre for Defence Investments
Järve 34a, 11314 Tallinn, registry code 70009764
Name of ECDI contact person

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Payer: Estonian Defence Forces, Juhkentali 58,
15007 Tallinn, Registry code 70008641
Name of the Defence Forces contact person

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Buyer: Estonian Centre for Defence Investments
Name of the contact person of the Buyer (the person placing the purchase order)
Public procurement reference number
Framework agreement number
Number of purchase order
Date and number of delivery-acceptance act
Commodity name and code, unit price
Total amount and value added tax rate

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- 2.3. Payment for the Goods delivered shall be made to the account indicated on the invoice within 28 days of the receipt of the invoice corresponding to the purchase order.

3. The Buyer has the right to unilaterally amend the terms and conditions of the purchase order by informing the Seller thereof.