

Service description for the module Mercateo Self-billing

In the case of self-billing, the invoicing procedure shall be shifted to the Customer. After the receipt of the items has been booked with the Customer, an invoicing run including all positions with receipt of goods shall be effected. A credit note shall be created. The Customer shall send this credit note to Mercateo and transfer the money. No invoice creation by Mercateo shall be required.

§ 1 Basic Principles

1. The obligation to create an invoice in relation to all orders shall be transferred to Company as of From that date, the accounts regarding the orders shall be settled by means of a credit within the meaning of Section 14, subsection 2, sentence 2 of the German Turnover Tax Law [UStG].
2. Mercateo shall not create any invoices vis-à-vis the Company. Upon the receipt of the goods, Mercateo shall receive a credit note from the Company that contains the details the proof of which is required in accordance with the statutory provisions, the customer-specific order number, and possible allocations to an account.
3. A credit shall be given for every single order; collective credits may not be processed.

§ 2 Interface

The Company shall provide an interface in order to exclusively transmit the credit notes to Mercateo digitally in an EDI exchange format. In exceptional cases and for a limited period of time, Mercateo may consent to a deviating procedure of transmitting credit notes.

The transmission of the credit notes shall be effected using one of the following formats:

- Edifact
- SAP-IDOC
- openTrans

The transfer shall be made on one of the following transmission paths:

- FTP
- HTTP/HTTPS
- POP3/SMTP

For the setup of other transmission paths or formats for an unlimited period of time, Mercateo shall charge the accruing costs to the Company on the basis of the expenditure of time. The amount of the daily rates shall depend on the current price list.

§ 3 Data of the Company

The Company is registered

with the [tax office]

with the tax payer's reference number,

and the sales tax identification number

§ 4 **Specifics regarding the agency business**

In order to enable an attribution of the credit notes to be created by the Company, Mercateo shall create an annex to the credit note that accordingly designates the respective service provider. For reasons related to the turnover tax, the Company shall be obliged to file the annex as part of the credit note.

The Company and Mercateo agree on the aforementioned performance of the module Mercateo Self-Billing. The General Terms and Conditions of Mercateo and, if applicable, the agreement regarding the utilisation of the Mercateo procurement platform form part of this contract. Prices are based on the applicable price list at the time of the conclusion of this contract. This contract may be terminated in writing with a notice period of 3 months to the end of the month.

..... [place], [date] Maastricht, [date]

Legally effective signature(s)
[Company name]:

Legally effective signature(s)
Mercateo Nederland B.V.