

Supplier Agreement:

This Supplier Agreement ("Agreement") is made and entered into as of [Date]_____, by and between **Wecke & Voigts (Pty) Ltd** ("Customer"), who operates retail and wholesale businesses in Namibia, and **[Supplier Name]**_____, ("Supplier"), with its principal place of business at **[Supplier Address]** _____.

Purpose:

- The purpose of this Agreement is to establish the terms and conditions under which the Supplier will provide products to the Customer for resale in the Customer's stores.

Products:

- The Supplier agrees to supply the Customer with the products listed in the Supplier's approved price list.

Orders and Delivery:

- The Customer will place orders for Products by submitting a purchase order to the Supplier and the supplier shall deliver the Products to the Customer's designated location on the suppliers designated delivery days ensuring all products are properly packaged and labelled in accordance with the Customer's and applicable legislative requirements.
- The Supplier can only process requests with a formal order issue by the Customer.
- Only items indicated and signed for by the Customer will be accepted on delivery.
- Free Stock or samples must be declared to security (Security Process to be followed) and issued to the responsible manager (manager to follow the internal process on additional new listings).

Supplier to adhere to the Customers claim process:

- Claims must be processed prior to every new order.
- Processed claims must be removed from sites within 7days.

Pricing and Payment:

- The Customer shall pay the agreed price to the Supplier within the agreed payment terms and shall have the right to return any defective or non-conforming Products at the Supplier's expense.
- The Supplier agrees to notify the Customer of any price increases at least 14 days² in advance.
- This notification must be provided in writing and include the details of the new pricing and the effective date of the increase.

Compliance with Namibian Laws:

- The Supplier acknowledges and agrees that they will conduct their business operations in full compliance with all applicable laws, regulations, and standards of the Republic of Namibia. This includes, but is not limited to, labour laws, environmental regulations, health and safety standards, and any other legal requirements relevant to the Supplier's business activities.
- The Supplier shall ensure that all their practices, policies, and procedures are aligned with the legal framework of Namibia.
- The Supplier shall ensure that all updated compliance documents are shared with the Customer as required.

Responsibility for Employees:

- The Supplier acknowledges and agrees that they take full responsibility for their employees while they are working at the premises of the Customer. This includes ensuring that all employees adhere to the Customer's policies and procedures, maintain a high standard of conduct, and perform their duties safely and professionally.
- The Supplier shall be liable for any damages, injuries, or losses caused by their staff while on the Customer's premises.
- The Supplier shall ensure that any employee / casual workers required to work on site or access to be equipped with the required (PPE) Personal Protective Equipment / Clothing at the cost of the supplier.

Acceptance:

We are representing the Supplier, have read and understand the requirements stated herein and we undertake to adhere to the letter and spirit of the agreement:

Supplier Representative Name & Surname:

Sign:

Date:
