



# Attention

Aalsmeer, April 2024

Dear business contact,

On 1 July 2024, Broekhof and Dillewijn Zwapak will go live with our new Enterprise Resource Planning (ERP) system. The purpose of this implementation is to improve our operational processes and make them more efficient, and increase the level of service to our customers and suppliers.

Please read the attached document carefully so that you can obtain a clear picture of what is going to change for you as a supplier. If you have any queries or need any further clarification, please do not hesitate to get in touch with us. We can only make a success of going live together.

In the next few months, we will continue to provide you with regular updates about the specific changes and the steps you yourself can take to prepare for a smooth transition. We trust that you will follow our instructions carefully.

Should you have any questions or if you want to find out any more details, please do not hesitate to contact your assigned contact person.

We look forward to a successful, future-proof continuation of our business partnership.

Kind regards,

Paardekooper  
Marc Reick  
Purchase Manager

## Rebranding

From 1 July 2024, the company names Broekhof and Dillewijn Zwapak will change to Paardekooper Horti. The name of our legal entity is changing to Paardekooper Horti B.V. Despite the rebranding, we would like to emphasise that our quality and excellent service remain unchanged. You can count on the same dependable working relationship you are accustomed to from us.

The attachment contains all our details. We kindly request you to adjust this information in your records and processes, taking effect from 1 July 2024.

**Note:** From 1 July, you can submit invoices and send deliveries to Paardekooper Horti B.V.; remember that purchase orders before 1 July may be done from Broekhof and/or Dillewijn Zwapak but that the invoice after 1 July should be addressed to Paardekooper Horti B.V.

## Terms and conditions of purchase

Paardekooper only accepts orders based on our terms and conditions of purchase. These terms ensure clarity and transparency in our working relationship and help to avoid any misunderstandings. You can find these via the link under this paragraph. You are kindly requested to take the time to go through these terms and conditions of purchase.

[General Terms and Conditions of Purchase Koninklijke Paardekooper Group](#)

## Change in layout of purchase order document

The layout of our purchase order document is changing. The purpose of this change is to make the process more efficient and more transparent for you as a supplier and for us. Despite the visual changes, all essential information and data will remain unchanged.





### **Open orders**

From 1 July, all open orders will have new document numbers. This is purely for information purposes and will not affect you as a supplier.

### **Product specifications**

It is very important not to deviate from the agreed quality of the products, as well as the specified box quantities and box dimensions in our orders. These specifications are crucial for efficient operation.

If for any reason there are deviations from the quality, box quantities or box dimensions as stated on the order, you are urgently required to notify us immediately to enable us to take appropriate measures.

Orders which do not meet our specifications, or your own, will be rejected.

### **EAN code**

We would like to remind you of the following: we also recently started working with an EAN code on all our sales units. Refer to the purchase order document to see which units must contain an EAN

### **New order units**

At the time our new ERP system goes live, we will be introducing new order units for our products. It is essential for you to take a careful look at our purchase order documents to know which quantities we want to order per product. Order units may remain the same but may also be different.

**Note:** From 1 July we will not be accepting any residual units. Only full units will be accepted.

We want to avoid any unnecessary delay when our partners deliver the goods to us. In the event of failure to comply with the aforementioned work method, in the worst-case scenario, a consignment may be refused and any additionally incurred costs may be recovered by us.



## Logistics process

We value our partnership and want to ensure that our logistics processes run smoothly. Therefore, we kindly ask you to follow these instructions when supplying goods:

- 1. Order numbers and item numbers:** please always quote our order numbers and item numbers on the delivery note and invoice. This helps us to correctly identify and process the delivery.
- 2. Description of the item:** include a clear description of the delivered item on the delivery note and invoice. This facilitates inspection and verification of the received goods.
- 3. Delivered quantity:** specify the exact number of units delivered on the delivery note and invoice. This prevents any confusion and enables us to keep an accurate record of our stock levels.
- 4. Pallet label:** for deliveries on pallets, every pallet must have a pallet label. This label must contain the following information:

### Our item number:

this is the unique identification number of the item supplied on the pallet. It enables us to identify the specific product.

### Number of units per pallet:

specify the exact number of units (for example boxes, bags, or other packaging units) on the pallet. This helps to keep an accurate record of stock levels. Every item number/product must be delivered on a separate pallet.

### Order number:

the order number is the reference number of the order for which the goods are supplied. This ensures that the shipment is correctly allocated to the right order.

Providing different packaging quantities, different sizes of outer boxes, residual boxes and residual pallets, as well as providing mixed pallets (several items per pallet) is not possible.

To ensure a smooth logistics process, you are kindly requested to notify our warehouse in advance of the delivery of goods:

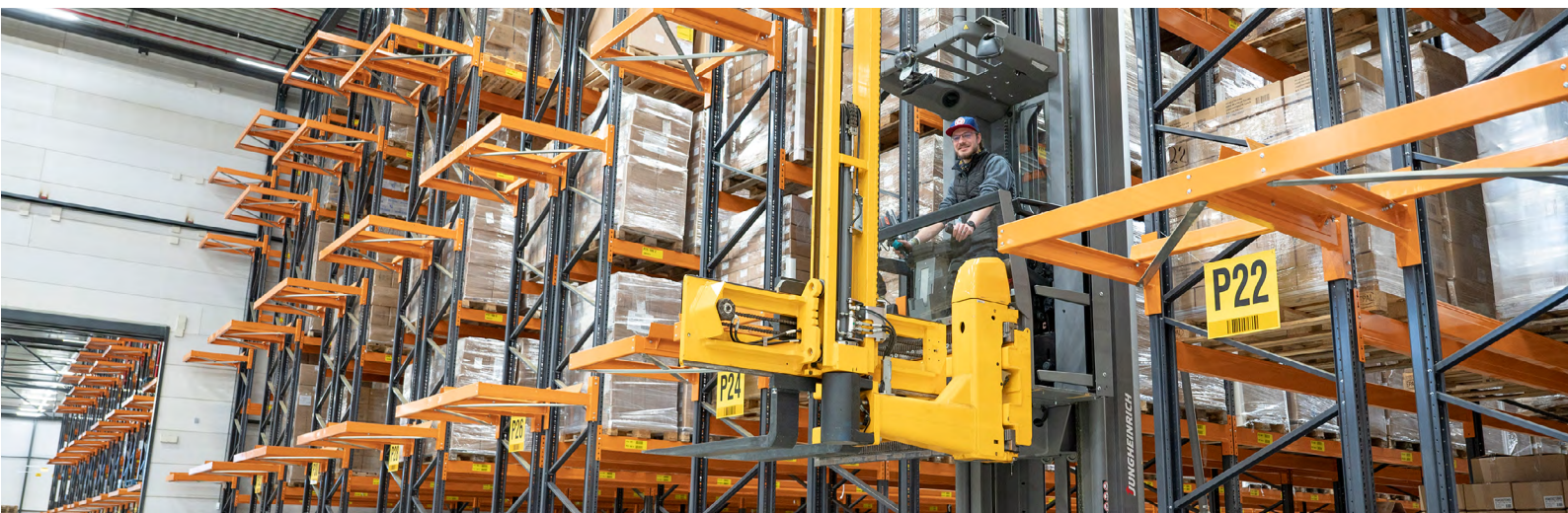
### Prior notice:

you must notify us of pallet or bulk deliveries no later than 24 hours of actual delivery via e-mail:  
**[warehouse.horti@paardekooper.com](mailto:warehouse.horti@paardekooper.com)**



## Invoices must contain the following information:

- Supplier's name and address details.
- Chamber of Commerce number
- Inside the EU: VAT Number
- Bank details
- Contact details
- Term of delivery
- Invoice number
- Invoice date
- Purchase order number
- Shipment date / delivery date
- Packing list number
- Item information
- Net price per item, excluding VAT
- Total price per item, excluding VAT
- Total invoice price, excluding VAT
- VAT amount
- Total amount, including VAT



### Invoice particulars

From 1 July 2024 you can use the following details:

Paardekooper Horti B.V.  
Zwitserlandstraat 1 -3  
1432 DC Aalsmeer  
The Netherlands

### The invoice must be the same as the packing note.

|                             |                                    |
|-----------------------------|------------------------------------|
| Company name:               | Paardekooper Horti B.V.            |
| VAT number:                 | NL805356265B01                     |
| Chamber of Commerce number: | 28072199                           |
| Bank:                       | ING Bank                           |
| Account number:             | NL35INGB0670907456 (EUR)           |
| Account number:             | NL49INGB0020146426 (USD)           |
| BIC/SWIFT:                  | INGBNL2AXXX                        |
| EORI number:                | NL805356265                        |
| E-mail for invoices:        | invoice.horti@paardekooper.com     |
| E-mail for questions:       | crediteuren.horti@paardekooper.com |