

Addition to Art.1: Definitions

Consumables: Items that are used up during use or after a single use.

Additions Art. 6.4 + 6.5: Delivery

The packing list which accompanies the delivery of goods must be placed in a plastic sleeve on the exterior of the dispatch packaging with a 2nd copy of the packing list also being supplied separately by the Supplier. The order number, the requesting party at UMC and the internal UMC delivery location must be clearly legible on the outside of the dispatch packaging.

Deliveries of different goods may only be combined by the Supplier in 1 shipment if the individual packages per Order (number) are packed separately, and they are provided with a packing list per order number per (inner) package. Preferably, each shipping package is provided with a packing list or a box sticker on which the following information should be clearly visible: purchase order number, applicant (if known) and internal delivery location.

**Specifically with regard to air freight, customs broker**

Amsterdam UMC has issued an authorization to Rhenus Air & Ocean BV/ ALS Customs Service BV.

This applies to both locations. You must send the goods via Rhenus / ALS.

Otherwise we cannot receive your shipment and the shipment will be returned to your account.

You can use your own carrier (Fed-Ex, DHL, UPS, etc.) for shipping, provided that you send your foreign shipments for Amsterdam UMC via Rhenus / ALS.

Malenstein Global Logistics is the customs broker for the import of products that contain animal components or substances.

Additions Art 7.1: Packaging and shipment

In the case of a medical device, the Supplier must additionally state the risk classification based on the current RIVM classification in the product information or in the Supplier's Quotation.

Additions Art. 10.1: Invoicing and payment

UMC has a preference for digital invoicing.

This is subject to the following conditions:

- A PDF file must contain a single invoice with all accompanying documentation. If you have to submit several invoices, you must submit a PDF file for each invoice.
- The name of the PDF file must be the same as the invoice number.

The UMC email address is exclusively intended to be used to submit invoices and not for correspondence.

The invoice must comply with the following conditions:

- The invoice must not be handwritten.
- An invoice for UMC must state the following details in separate fields and with sufficient space between these fields:
  - Supplier contact details
  - Invoice number
  - Invoice date
  - Purchase order number
  - Number of delivered articles/services
  - Description of the articles/service, which must be identical to the description on the purchase order
  - Supplier's article number, which must be identical to the purchase order
  - Amount per article/service excluding VAT
  - Total amount excluding VAT
  - Supplier IBAN bank account number
  - Supplier VAT number
  - Supplier Chamber of Commerce number.

UMC will not process invoices from the Supplier which do not have an Purchase Order Number and will return these to the Supplier with a notification to that effect.

Additions Art. 11.1: Quality and warranty

With regard to consumables the Supplier guarantees the absence of defects until the final usage date/expiry date. The term 'defect' is also taken to mean the presence of latex (natural rubber) in the delivered products or packages of those products.

Additions Art 12.1: Documentation, parts and resources for the purpose of commencement of operation/use

The Supplier will actively offer and arrange training of UMC staff, the users, in accordance with the requirements imposed by the law.

**Info-link:**

[https://www.igj.nl/binaries/igj/documenten/convenanten/2016/08/15/veilige-toepassing-van-medische-technologie-in-de-medisch-specialistische-zorg/Convenant+Veilige+toepassing+van+medische+technologie+in+de+medisch+specialistische+zorg\\_tcm294-380359.pdf](https://www.igj.nl/binaries/igj/documenten/convenanten/2016/08/15/veilige-toepassing-van-medische-technologie-in-de-medisch-specialistische-zorg/Convenant+Veilige+toepassing+van+medische+technologie+in+de+medisch+specialistische+zorg_tcm294-380359.pdf)

Additions to art 14.6: Recall Procedure

Reporting of quality deviations observed by the Supplier and/or Recall/safety notices from the Supplier or the underlying manufacturer of Medical Devices must be reported in an e-mail immediately after becoming aware of the necessity or reason for this, but no later than **within 24 hours** after discovery.

Below email addresses:

- Location AMC [oi.inkoopamc@amsterdamumc.nl](mailto:oi.inkoopamc@amsterdamumc.nl)
- Location VUMC [inkoop.vumc@amsterdamumc.nl](mailto:inkoop.vumc@amsterdamumc.nl)

The IGJ address relevant for Recalls is [meldpunt@igj.nl](mailto:meldpunt@igj.nl)

*Follow-up*

This e-mail notification must include “Recall” or “Safety Notice” in the “subject” field.

Information upon notification: The purchasing officer checks whether the supplier's notification contains the desired information. If not, the officer will request the information from the supplier.

The following information from the supplier must be included in the notification:

- Contact person within the company + telephone number + 06 number
- Device description, device name, model/type, dimensions
- Device manufacturer number
- The supplier's resource number
- Lot or batch number(s) or serial numbers
- Unique Device Identifier (UDI)

NB: Medical devices must be identified with a UDI as of May 2021 for tracing in the event of any problems.

- Nature and severity of the quality deviation
- Probability and effect of the risks (with a view to patient safety)
- The measures to be taken by the hospital
- Affected order numbers, order dates, delivery dates
- Delivered quantities and packaging unit
- The delivered lot or charge number or serial numbers per Order
- If necessary, a safe, comparable alternative to (Sterile) Medical Devices.

Carrying out a Recall by the Amsterdam UMC Foundation at the Supplier's request does not affect the Supplier's liability in the event that damage (for example to the health of patients) has already been caused by the delivered product.

Additions Art. 22.6: Personnel and third parties

Information about the (financial) relationships between individual UMC employees (as defined in Article 20.2 of the GPC) and Supplier becomes active by Supplier provided to the buyer immediately upon entering into the relationship.

Additions Art. 35: Applicability and Art. 36: Ownership and risk

The Supplier will check the stock present at UMC of the products delivered by the Supplier in a timely manner, but at least with a frequency of once every three months, with the aim being to check the extent to which these products still fall within the final usage date/expiry date and fulfill the agreed quality requirements. To that end the Supplier must submit a request for this inventory control by no later than 14 days in advance by email to the UMC Client/Budget Holder. If it transpires during the execution of this check that the final usage date/expiry date of certain products in stock at UMC is less than three months into the future, the Supplier will arrange replacement by delivering replacement products of which the final usage date is 24 months into the future, unless a different period is declared applicable in the Agreement.\_

**Stichting Amsterdam UMC**
**Additions on General Purchasing Conditions NFU concerning Amsterdam UMC (v 2024)**

The Supplier will report to UMC in writing (email) regarding the outcome of its inventory control.

This report will, in each case, include:

1. Item description of the products which no longer fulfill the minimum requirements of the Agreement, with a reference to the relevant order number;
2. The replacement of those products with products which do fulfill the requirements under the Agreement;
3. the observed nonconformity on the basis of which the Supplier was forced to replace products at UMC with products which do fulfill the requirements of the Agreement.

UMC is obliged to cooperate with the Supplier in the execution of its work within the framework of this article.

The Supplier is not allowed to charge UMC costs for carrying out this inventory control and replacement and these costs will be regarded as having been taken into account in the prices of the products.

UMC will use the products delivered on consignment in accordance with the FIFO principle (First In - First Out). However, UMC will apply the FEFO (First Expired - First Out) principle in the case of sterile products with an expiry date.

**Withdrawal of Consignment Products**

The supplier must take back products, including Consumables delivered under Consignment, within 14 days of a request from UMC.

The Supplier is obliged to take back all Products still present at UMC, including Consumables, no later than the next day after the termination of the (Framework) Agreement.

**Specific information Amsterdam UMC per location**

<b>LOCATIE VUMC</b>	<b>LOCATIE AMC</b>
<p><u>Additions Art. 6.7: Delivery location</u>  <b>Locatie VUMC</b>  <b>Goederenontvangst</b>  <b>Van der Boechorststraat 6</b>  <b>1081 BT AMSTERDAM</b></p> <p>OPENING HOURS: from 8am to 2pm.            If desired/required, specific (fixed) delivery times will be agreed separately and recorded in writing.</p>	<p><u>Additions Art. 6.7: Delivery location</u>  <b>Locatie AMC</b>  <b>Centrale Goederenontvangst</b>  <b>Meibergdreef 9</b>  <b>1105 AZ AMSTERDAM</b></p> <p>OPENING HOURS: from 7:00 AM to 2:00 PM.            For emergencies until 4:00 PM.            After 4:00 PM, urgent deliveries must be delivered to the reception of the AMC location at the main entrance.</p>
<p><u><b>Addition Art 6: Delivery - Specific for Airfreight, customs handler</b></u>            The following information is required for this:            Rhenus Air &amp; Ocean BV / ALS Customs Service BV            Folkstoneweg 202            1118 LN Schiphol            c/o Amsterdam UMC location VUMC            Goods Receipt            Van der Boechorststraat 6            1081 LN AMSTERDAM            THE NETHERLANDS</p> <p><u><b>Contact:</b></u>            Rhenus Air &amp; Ocean BV / ALS Customs Service BV            Email: <a href="mailto:import.NLSPL@eu.rhenus.com">import.NLSPL@eu.rhenus.com</a>            Phone: + 31 (0) 20 316 5555</p> <p><u><b>In case of animal (by)products you must contact:</b></u>            Malenstein Global Logistics            Toekanweg 2            1118EB Schiphol-Zuid            Email: <a href="mailto:info.nl@Mglobal.world">info.nl@Mglobal.world</a>            Phone: +31(0)204058300</p>	<p><u><b>Additions Art 6: Delivery - Specific for Airfreight, customs handler</b></u>            The following information is required for this:            Rhenus Air &amp; Ocean BV / ALS Customs Service BV            Folkstoneweg 202            1118 LN Schiphol            c/o Amsterdam UMC location AMC            Central Goods Reception            Meibergdreef 9            1105 AZ AMSTERDAM            THE NETHERLANDS</p> <p><u><b>Contact:</b></u>            Rhenus Air &amp; Ocean BV / ALS Customs Service BV            Email: <a href="mailto:import.NLSPL@eu.rhenus.com">import.NLSPL@eu.rhenus.com</a>            Phone: + 31 (0) 20 316 5555</p> <p><u><b>In case of animal (by)products you must contact:</b></u>            Malenstein Global Logistics            Toekanweg 2            1118EB Schiphol-Zuid            Email: <a href="mailto:info.nl@Mglobal.world">info.nl@Mglobal.world</a>            Phone: +31(0)204058300</p>

**Stichting Amsterdam UMC**
**Additions on General Purchasing Conditions NFU concerning Amsterdam UMC (v 2024)**

<p><u>Additions Art. 10.1: Invoicing and payment</u>  <b>BILLING ADDRESS:</b>          Stichting Amsterdam UMC          Accounts payable administration          location VUMC  <b>PO Box 22039</b>          1100 CA AMSTERDAM          THE NETHERLANDS</p> <p>For faster processing of invoices, invoices can be sent in PDF to <a href="mailto:facturen.vumc@amsterdamumc.nl">facturen.vumc@amsterdamumc.nl</a>.</p> <p>For questions about the change, payments and outstanding invoices can be contacted via <a href="mailto:crediteuren.vumc@amsterdamumc.nl">crediteuren.vumc@amsterdamumc.nl</a></p>	<p><u>Additions Art. 10.1: Invoicing and payment</u>  <b>BILLING ADDRESS:</b>          Stichting Amsterdam UMC          Accounts payable administration          location AMC          PO Box 400          1115 ZJ DUIVENDRECHT          THE NETHERLANDS</p> <p>For faster processing of invoices, invoices can be sent in PDF to <a href="mailto:facturen.amc@amsterdamumc.nl">facturen.amc@amsterdamumc.nl</a></p> <p>For questions about the change, payments and outstanding invoices can be contacted via <a href="mailto:crediteuren.amc@amsterdamumc.nl">crediteuren.amc@amsterdamumc.nl</a></p>
<p><u>Additions Art.27.6: UMC site and buildings</u></p> <p>Extra information:</p> <ol style="list-style-type: none"> <li>1. Real estate management guide to safety</li> <li>2. Safety personal protective equipment</li> <li>3. Renovation protocol: VUmc infection prevention policy measures</li> <li>4. GBS guidelines VUmc</li> <li>5. Real estate management electrical provisions</li> <li>6. Mechanical engineering quality requirements and standards</li> <li>7. ICT Cabling Architecture</li> <li>8. Automation Technical Manual, system architecture GBS</li> <li>9. Property Management CAD Procedure Book - Manual</li> </ol> <p>The above regulations can be requested by Suppliers via the relevant client          or via the contact details below:          Amsterdam UMC, Location VUmc          HVT Real estate management department          PO Box 7057          1007MB Amsterdam          Phone (020) 444 4444</p>	<p><u>Additions Art.27.6: UMC site and buildings</u></p> <p>All information can be downloaded via the Amsterdam UMC website, search for Supplier information:</p> <p><a href="#">Leveranciersinformatie Amsterdam UMC locatie AMC</a></p>
<p><u>Additions Art 28.14: Obligations of the Supplier</u></p> <p>For work relating to maintenance or replacement of existing <b>installations for water, electricity, gases and air treatment</b>, the supplier must contact:          Amsterdam UMC Location VUmc          HVT Property management department          PO Box 7057          1007MB Amsterdam          Phone (020) 444 4444</p> <p>For work on or on <b>the ICT network</b>, please contact:          Amsterdam UMC location VUMC          ICT Department ICT Service Desk          PO Box 7057, 1007 MB Amsterdam          tel.: 020-4440777</p>	<p><u>Additions Art 28.14: Obligations of the Supplier</u></p> <p>All information can be downloaded via the Amsterdam UMC website, search for Supplier information:</p> <p><a href="#">Leveranciersinformatie Amsterdam UMC locatie AMC</a></p>