



MED SELECT
— HOLDING GMBH —

PURCHASING GUIDELINES

1. Purpose and Scope

These guidelines define the purchasing requirements for the subsidiary company in order to ensure reliable, consistent, transparent and comparable reporting.



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2. Principles

- **Fixed supplier:** MedSelect GmbH procures all goods from Medica as standard.
- **Customer-specific purchasing:** Purchases are made solely on an order-related basis, based on specific customer orders. No inventory is held.
- **Direct shipping:** Medica ships the goods directly to the end customer.
- **Central processing:** Returns and complaints are handled by MedSelect GmbH.
- **Digital documentation:** All purchasing and billing processes are handled digitally via the orgaMAX ERP system.

3. Process Description

4.1 Requirements Assessment

- The need arises exclusively upon receipt of a customer order.
- No inventory is held; there is no internal warehousing.

4.2 Ordering

- MedSelect GmbH submits each order to Medica on an order-specific basis.
- Medica delivers directly to the end customer.
- The order is recorded in orgaMAX and assigned to the customer order.

4.3 Goods Receipt

- Since no goods physically arrive at MedSelect GmbH, a conventional goods receipt process does not apply.
- Notifications of delivery discrepancies are submitted by the customer to MedSelect.

3. Process Description

4.4 Returns and Complaints

- Processing returns and complaints is the responsibility of MedSelect GmbH.
- MedSelect GmbH coordinates returns, replacement deliveries or credit notes directly with Medica.
- All transactions are documented in orgaMAX.

4.5 Invoice Review & Posting

- Incoming invoices from Medica are sent to MedSelect GmbH digitally or by post.
- They are posted as incoming invoices in the related transaction in orgaMAX.
- Review and approval are carried out by authorized employees in accordance with internal approval limits.

4. Special Notes

- **Special cases and exceptions:** Deviations from the standard process must be justified, documented and disclosed to the Holding upon request.

5. Documentation & Archiving

- All relevant documents (customer order, purchase order to Medica, delivery notes, invoices and return receipts) must be entered in full in **orgaMAX**.
- MedSelect GmbH undertakes to comply with the statutory **retention periods** (generally 10 years).

6. Reporting Requirements

MedSelect Holding reserves the right to conduct spot checks of processes and postings. MedSelect GmbH is required to ensure full transparency regarding its purchasing activities.

7. Entry into Force

These guidelines enter into force on the date of publication and remain in effect until further notice. Amendments require the written approval of the management of MedSelect Holding.



Thank You