	P9.001 - General Terms and Conditions of Purchase					
	Department	P9	**Page**	1 sur 2	**Signature**	**Date**
	Approval	P7	**Rév.**	B		
						20.02.2025
	Author	JW/is	**Date**	18.02.2025		19.02.2025

1 General information

1.1 These General Terms and Conditions of Purchase take precedence over any general or specific terms and conditions of sale from the supplier that have not been expressly accepted in writing by Mecatix.

1.2 Any deviation or modification of these terms requires the written agreement of Mecatix.

2 Order

2.1 Mecatix considers the order confirmation, including the price, delivery time, as well as packaging and shipping costs, as validated if sent within 5 working days from the date stated on the order.

2.2 Any modification related to the order (price, delivery time, packaging costs, shipping costs, or other) will be validated by the updated order issued by Mecatix, communicated to the supplier, which will serve as proof of acceptance of the terms.

3 Early Delivery and Additional Quantity

3.1 Mecatix reserves the right to refuse any delivery that exceeds the confirmed deadline by more than 5 days. However, for any delivery made at least 5 days in advance, Mecatix may choose to return the goods at the supplier's expense or settle the invoice according to the due date for a delivery that complies with the order confirmation.

3.2 Any variation (positive or negative) in the quantities ordered must be validated in writing.

3.3 Mecatix reserves the right to return any surplus goods at the supplier's expense or request delivery of the missing quantity.

4 Pricing Terms

4.1 The prices on the order are understood to be net of all duties, except for VAT.

4.2 The value of any transport and packaging fees must be specified in the price quotes and/or order confirmations and approved by Mecatix.

4.3 Mecatix reserves the right to refuse any reservation or price modification that has not been previously and expressly approved in writing.

5 Delivery Deadlines

5.1 The delivery dates mentioned on the orders correspond to the dates on which the products are received at Mecatix.

5.2 A margin of +5/-5 days compared to the confirmed delivery dates is allowed.

5.3 Mecatix reserves the right to request an express shipment, at the supplier's expense, in case of a delay greater than 5 days. If the new deadline cannot be accepted, Mecatix also reserves the right to cancel the order without prior notice.

6 Shipping

6.1 Each delivery must be accompanied by a detailed invoice showing the order number, quantity per component, price, and the part numbers delivered in accordance with the Mecatix order.

7 Quality

7.1 The supplier is responsible for guaranteeing the quality of the delivered products. This includes implementing a quality control and management system that ensures the criteria specified in the technical documents provided at the time of the order.

7.2 It is the supplier's responsibility to ensure that the tools necessary for the manufacturing of a part (mold, die, etc.) are capable of producing the ordered part in accordance with the drawing, except for modifications made and properly communicated by Mecatix.

7.3 The delivered products must comply with the specifications required by the order (delivery time, quantity, price) as well as the technical documents.

7.4 An incoming inspection carried out by Mecatix does not replace the final inspection by the supplier.

7.5 Any request for a technical modification, whether minor or not, must first be approved by Mecatix through the update of the drawing.

7 Quality (continued)

7.6 Any request for approval and/or deviation must be subject to written agreement by Mecatix.

7.7 In the case of non-compliant delivered products, an Advice of Non-Conformity (ANC) is systematically sent to the supplier, including our analysis and the decision regarding the affected batch.
The supplier must inform in writing, within the given timeframe, the corrective actions they have implemented or planned in relation to the ANC.
The corrective actions proposed by the supplier must be approved by the quality department of Mecatix.
Mecatix reserves the right to suspend any payment until the corrective actions have been communicated and approved, and until the corrective action proposals are received.

7.8 If a batch is returned due to non-compliance, Mecatix will return the affected batch with a debit note for the quantity returned, with shipping costs to be borne by the supplier. The supplier is required to provide information within 2 days after the issuance of the ANC.
If a request for replacement of a non-compliant batch is made, the supplier agrees to apply the same sales conditions as those of the original order for the returned parts (same quantity and price).
Mecatix reserves the right to charge the supplier for a contribution or even the full cost of any potential rework or sorting of parts considered scrap.

8 Confidentiality

8.1 The supplier is bound by professional secrecy. The supplier agrees to take the necessary measures to prevent the disclosure of information received for the execution of the order. The plans, sketches, models, technical specifications, special documents, production tools, control tools, and various communications between Mecatix and the supplier that the supplier has had access to are and must remain the exclusive property of Mecatix.

8.2 Mecatix is committed to respecting the principle of confidentiality, particularly regarding the know-how of the supplier's staff, which may have been communicated or shared in the context of exchanges necessary for the proper execution of the order.

9 Intellectual and Material Property

9.1 The plans, sketches, models provided, technical specifications, production tools, and control tools given or paid for by Mecatix to the supplier are and remain the exclusive property of Mecatix.

9.2 They shall be used solely for the exclusive production of Mecatix products and must be made available upon simple notice from Mecatix.

9.3 The products must under no circumstances be destroyed, altered, or disclosed to third parties without the prior written authorization of Mecatix.

9.3 These items must be returned in good working condition upon simple written request from us.

9.3 The supplier will be responsible for any damage, theft, loss, or partial or total destruction that may occur to the mentioned items.

10 Invoices and Payment Terms

10.1 Payments will be made in accordance with the payment terms established between the supplier and Mecatix.

11 Cancellation of the order

11.1 Any failure to comply with these purchase conditions may, upon simple notification from Mecatix, result in the partial or total cancellation of the order, subject to damages and interest.

Read and approved the Signature