

January 20, 2022

## A/S OVETHI - Requirements for our suppliers

For several years, we have worked towards refining a system for managing our business processes, which has caused us to set up some requirements for our suppliers. All suppliers must send invoices and account statements in electronic form (PDF) to the following e-mail-addresses.

### Invoices and account statements

- [invoice@ovethi.dk](mailto:invoice@ovethi.dk) (invoices only)
- [statement@ovethi.dk](mailto:statement@ovethi.dk) (account statements only)
- [invoice@ovethi.dk](mailto:invoice@ovethi.dk) (if your system only allows you to send to one e-mail-address)

### Requirements

- Each PDF-file must only consist of one invoice or credit note per file.
- Each e-mail can have more files attached.
- Cost invoices must as a minimum state the name of the person that places orders.
- Product purchasing invoices must state order number and delivery address.

### Price files and price lists

- Must always be sent to: [prices@ovethi.dk](mailto:prices@ovethi.dk)

A price file is not considered officially received by Ovethi unless it has been sent to this e-mail and we, therefore, reserve the right to purchase goods at previous stated prices, if this is not observed.

### Requirements price files

- Excel-file, containing the following separate columns:  
Product no., EA-no., Product name, LI, SI, Fuel efficiency, Road grip, Rolling noise, Noise (dB), Sales price, Cost price, Pattern, Brand, Discount, Miscellaneous (special marking), ROF, Snow grip, Ice grip, Net weight, A-dimension, B-dimension, C-dimension, Tire ID (C1, C2, C3) and EPREL link (<https://eprel.ec.europa.eu/qr/XXXXXX>).

### Requirements price lists

- Printable pdf-file for web.
- Printed price lists should be sent directly to our departments across the country.  
See addresses at [ovethi.dk/kontakt/](http://ovethi.dk/kontakt/).

## **Product photos**

- [marketing@ovethi.dk](mailto:marketing@ovethi.dk)

### Requirements (print)

- Resolution: 300 dpi
- Clipping path
- File type: psd, jpg or tiff
- Colours: CMYK

### Requirements (webshop)

- Resolution: 72 dpi
- Height: 700 px - cropped
- Clipping path
- File type: jpg
- Colours: RGB

## **Communication not elsewhere classified**

- [adm@ovethi.dk](mailto:adm@ovethi.dk)

## **Delivery of tires/wheels**

No tires or wheels can be delivered in Gelsted without prior agreement with the logistic department at the following email:

- [delivery@ovethi.dk](mailto:delivery@ovethi.dk)

When delivering AGRI, OTR, and TBR tires we will not be able to handle box trailers, as unloading will take place from the side of the trailer.

## **Payment terms**

Unless otherwise specifically agreed, standard payment terms in Ovethi's ERP system are current month + 30 days.

**If you have any questions regarding above-mentioned, please call our bookkeeping department at telephone +45 63 46 54 22.**