

## **Annexe A (05-05-2015 version) to the UMC/Erasmus MC General Terms and Conditions of Purchase, 1 October 2011 version**

### **Articles 6.8 and 6.9 Delivery**

Delivery is to take place through the Erasmus MC's Sector Supply Chain, Logistics. Depending on the agreed-upon location for the delivery of the goods, the Westzeedijk parcel service/goods receiving department, Erasmus MC Daniel den Hoed, or the Barendrecht distribution centre, respectively, will sign for receipt.

### **Article 7 Packaging and shipping (addendum to Article 7.1)**

The Supplier is to supply the sterile medical equipment in three layers of packaging: transport packaging, distribution packaging and directly enveloping packaging. Sterile and non-sterile medical equipment is to be supplied as packed in separate transport packaging.

### **Article 10.1 (addendum to Article 10.1)**

Invoices are to list no more than one order number. In addition, the Supplier is to state the cost centre, the internal contact person and any other relevant information on the invoice. Invoices may be dispatched by regular mail or by e-mail.

Invoices dispatched by e-mail are to be sent to:  
[facturen@erasmusmc.nl](mailto:facturen@erasmusmc.nl) Invoices dispatched by regular mail are to be sent to:

Erasmus MC  
Postbus 21455  
3001 AL Rotterdam  
t.a.v. de afdeling Crediteuren

Invoices not meeting the above requirements will not be accepted by Erasmus MC..

### **Article 12 Documentation, parts and ancillary equipment for use**

*(addendum to Article 12.1)*

- Whenever such is available, the Supplier is to provide an e-learning module to train the users in the competent use of the medical equipment.

*(addendum to Article 12.3)*

- If the medical equipment is a machine:
  - The Supplier is to guarantee to be able to provide parts and consumables for a term of no less than ten years following Erasmus MC's purchase of the goods.
  - The Supplier is to guarantee to be able to maintain the goods for a term of no less than ten years following the Erasmus MC's purchase thereof, should a maintenance order be issued.
  - When supplying the goods, the Supplier is also to supply all related documentation, including both user and technical manuals.

**Article 14.6 Recall Medical equipment / Machinery / Medication**

Recall also includes Field Safety Notice (FSN).

The Recall notice should be issued for:

- Medical equipment, in writing, by e-mail and by regular mail to:  
 Deskundige Medische Hulpmiddelen, t.a.v Stafbureau Medische Hulpmiddelen.  
 's-Gravendijkwal 230  
 3015 CE Rotterdam  
 E-mail : [stafbureaumedischehulpmiddelen@erasmusmc.nl](mailto:stafbureaumedischehulpmiddelen@erasmusmc.nl)

The notice for Medical machinery, in writing, by e-mail and by regular mail to:

- Kwaliteitsadviseur Medische Technologie  
 's-Gravendijkwal 230  
 3015 CE Rotterdam  
 E-mail : [medische.technologie@erasmusmc.nl](mailto:medische.technologie@erasmusmc.nl)

The notice for Medication, in writing, by e-mail and by regular mail to:

- QA-apotheker en Logistiek apotheker  
 's-Gravendijkwal 230  
 3015 CE Rotterdam  
 E-mail : [qa.apotheek@erasmusmc.nl](mailto:qa.apotheek@erasmusmc.nl), [logistiekapotheek@erasmusmc.nl](mailto:logistiekapotheek@erasmusmc.nl)

A copy of the recall notice or notice for medical machinery or medication is at the same time to be sent to:

- Raad van Bestuur Erasmus MC,  
 E-mail : [secretariaat.rvb@erasmusmc.nl](mailto:secretariaat.rvb@erasmusmc.nl),  
 postal address 's-Gravendijkwal 230  
 3015 CE Rotterdam and to
- Business manager Supply Chain,  
 E-mail : [orders@erasmusmc.nl](mailto:orders@erasmusmc.nl),  
 postal address 's-Gravendijkwal 230  
 3015 CE Rotterdam

To facilitate the correct and prompt handling of a recall, the recall notice is to include the following information:

<b>Section</b>
Type of notice: Recall, Field Safety Notice or Hazard Notice
Product(s): <ul style="list-style-type: none"> <li>• Description</li> <li>• Item / type number</li> <li>• Compromised batch numbers / serial number</li> </ul>
Description of the problem and the cause
Actions to be performed by Erasmus MC
Description of the (possible) hazards of using the product
Overview of the compromised products supplied to Erasmus MC ( <i>preferably in Excel</i> ): <ul style="list-style-type: none"> <li>• Date</li> <li>• Item number(s) of products</li> <li>• Description of product(s)</li> <li>• Erasmus MC order number</li> <li>• Supplier order number</li> <li>• Amount of products supplied per batch number</li> </ul>
Estimated amount of time until the (new) original product becomes available again
Alternative product (description and item code) & differences with the original product
Actions to be performed, including by the Supplier, in recovering the products from the department
Supplier contact person name and telephone number
State whether the Health Care Inspectorate has also received a report

**Article 21.3 Competent court**

All disputes shall be submitted to the competent court in Rotterdam.

**Article 27.6 Erasmus MC premises / health, safety and environmental regulations**

Prior to performing the Agreement, the Supplier and its personnel are to become aware of the Erasmus MC safety and environmental regulations and to conduct themselves accordingly. Erasmus MC will issue the applicable Erasmus MC safety and environmental regulations to the Supplier at the Supplier's request.

**Article 28.14 Supplier duties / Performance of the work**

In case work is being performed on the building and related installations, the sector manager of the property management sector of the integrated building programme is to be contacted.

**Article 32.1 Trial placement procedure**

Supplementary to the provisions of the General Terms and Conditions of Purchase and the Agreement, trial placements are to be executed in accordance with the conditions and the procedure as detailed in the agreement on Trial Supply.

**Article 34.2 Purchase of equipment supplied on trial**

No additions.

**Article 35.1 Consignment**

No additions.

**Article 40.1**

Supplementary to the provisions of the General Terms and Conditions of Purchase, IT services are to meet the conditions as detailed in the connection conditions. These are enclosed where applicable.