

INFORMATION FOR STARTUPS

DOING BUSINESS WITH KPN NEW BUSINESS?

THIS IS HOW IT WORKS!

KPN New Business works through the 'Open Innovation' technique as much as possible. This means we like to cooperate with innovative parties and startups. Find out more about our business and the entrances on [this website](#).



Confidentiality

After initial talks and if it turns out that one or both parties have ideas that need to be treated with extreme confidentiality, a non-disclosure agreement can be drawn up. KPN uses a standard template for this. However, even without an NDA, we assume to deal with each other's information confidentially.



Contracts

If there is a mutual understanding to cooperate, different kind of contracts can be set up, depending on the phase of the cooperation. We strive to have a minimal load of administration. This means that we only make contracts for what is necessary, for instance, confidentiality, costs, IPR, security, etc.

- For a single project, we work with a project agreement
- For repetitive operations, we have a master agreement
- For a POC (Proof of Concept), we have a POC agreement

KPN uses a standard set of contracts for all the above, which are all subject to our general sales conditions. These can be found on our [KPN website](#).



Security

KPN seeks to be a frontrunner in the field of security and therefore has set the bar high. To ensure these standards, KPN has created a set of security standards ([download](#) our iPad app or on Github (<https://github.com/KPN-CISO/kpn-security-policy>)) which need to be complied to. It will be beneficial for you to keep these standards in mind in early stage development. This will save lots of time and resources for adjustments in the end. Even if you will not do business with KPN, it is key to arrange this properly for your product's or service's value. At the start of our cooperation, you will be provided with a consultancy meeting with a KPN security expert. He or she will help you get started to meet the minimum requirements set by KPN. At the end of the process a team of KPN ethical hackers will test the security features. All security requirements and necessary measures will be included in an appendix to the contract.



Data privacy

KPN complies with all legal requirements and informs its customers about the way personal data is handled in its own '[Privacy statement](#)'. KPN desires the same level of care when handling personal data of its suppliers and will record this in a data processing agreement.



Intellectual Property

When cooperating, Intellectual Property (IPR) can be created. KPN follows the rule of 'who brings in existing IPR in the cooperation, is and will be the legal owner of that IPR'. If new IPR is created, it will be owned by the party carrying the risk and costs of the developments.



Supplier code of Conduct

KPN commits itself to a social and sustainable way of doing business in the entire value chain. Especially at the production in geographic areas where this is not self-evident, extra attention is paid to ensure this. We urge our suppliers to arrange this accordingly and sign our [code of conduct](#).



Prepare as a supplier

Before we can handle invoices or sign a contract, we will list you as an official supplier in our systems. We will ask you for a pro forma invoice with address details, Chamber of Commerce Number, and bank information, to make sure we will use the right data.



Invoicing

KPN will first send a PO (Purchase order), after which, when products or services are delivered, you can send your invoice. This document needs to conform to multiple requirements, such as the mentioning of the PO number, but also to all legal requirements. For more information, ask for the overview of 'invoicing requirements' at the [Partner Manager New Business](#).



Payment term

For startups KPN uses a payment term of 30 days, invoicing after delivery of product or service.



Contracting timelines

If all contents are agreed on, a contract for the commercial phase of the cooperation can be drawn within a few weeks. Often, subjects like security, price and product description need time to be worked out, which makes the entire process take between two or three months. A POC agreement, for example, can be created faster.



Questions?

For more information, please contact [Arnoud van der Kooij](#) (Partner Manager New Business).

