

Important information for Suppliers
Invoicing Barry Callebaut Entities North-America

Dear Valued Supplier,

We greatly value our suppliers and the work we do together. To further strengthen our collaboration, please find enclosed our supplier guidelines for invoice submission per Legal entity.

Requirements are classified into the following areas:

- 1. Format and required Information on your invoice (page 2)**
- 2. Invoice issue and submission date (page 3)**
- 3. Changes in your data (page 3)**
- 4. Communication methods (page 3)**
- 5. Invoice rejection (page 4)**

The requirements listed further in this letter will be effective from June 2017.

We do understand that you will need to make some effort to adhere to the new requirements, just as we are. Nevertheless, we do believe that by doing so, both Barry Callebaut and our suppliers, will promote future success. Thank you for your attention to this important matter, and we look forward to continued success as partners.

If you have any further questions please do not hesitate to contact us.

Yours sincerely,

Jin Kim

CFO Americas

Maciej Kulbat

Head of Shared Services Center Europe

1. FORMAT AND REQUIRED INFORMATION ON YOUR INVOICE

Format of Supplier Invoice:

- **No more paper invoices.** Invoices sent as a **hard copy will NOT** be processed
- Invoices must be in **PDF format (text based)** and attached to an email (links to PDF will not be accepted).
- Only **1 PDF per invoice** to be sent to the country email box of the respective Barry Callebaut legal entity (see Appendix A):
 - Invoice header should start on the first page of PDF.
 - Supporting documentation for an invoice:
 - Included with the invoice in 1 PDF file: maximum number of pages accepted in a PDF is 40. Surplus pages will be ignored.
 - Separate from the invoice in an attachment, has to be placed in the same email “after” the PDF invoice and must be in ‘Word’ or ‘Excel’ format. Supporting documentation cannot be in a separate PDF file.
 - If multiple invoices are sent in one PDF, only the first invoice will be processed.
 - Password protected PDFs will NOT be processed.
- Make sure the invoice is legible and readable; no watermark or colour background.

Required Information on Supplier Invoice:

- Barry Callebaut Legal Entity that you are doing business with (combined with address). **Please ensure that it is the correct legal entity.**
- BC VAT registration number (if applicable).
- Your Full Legal Company Name.
- Your Full Legal Company Address.
- Your VAT registration number (if applicable).
- Your Accounts Receivable contact details.
- **PO Number** - provided by Barry Callebaut contact person during the order. For multiple PO numbers, put them on separate lines without dashes/slashes.
- **For invoices without PO** - the business **e-mail address** of the Barry Callebaut person who requested the service unto the invoice (top of the invoice).
- Information to show if it is an Invoice, Credit Note or Pro forma (top of the document).
- Invoice Reference Number, Invoice line item details (e.g. good/service description, material number).
- Unit Prices, Unit of Measurements (lb, kg, ea), total quantities and total prices, if applicable, per line.
- Total VAT amount (if applicable) and Total Gross Amount.
- Credit Note should contain reference to Original Invoice Number.
- Document Date.

Mexican entities specific - required information for Mexican National Vendor (Legal entity is established in Mexico):

- Invoices must be sent in XML and PDF format to: ap_invoices_mexico@barry-callebaut.com
- 1 XML and 1 PDF should be sent per email. One XML + One PDF = One Invoice (suppliers should NOT combine several invoices into one email)
- RFC Number must be on XML and PDF. In Mexico, a legal entity, such as a company or a person, is assigned a tax identification number that is called Registro Federal de Contribuyentes (RFC).
- PO Number should be included in the field "Conceptos/Concepto/Descripcion" with the prefix "PO:" as for example "PO: 4500000000". This information is mandatory in the XML to be processed correctly.
- For Sugar Invoices, the same field "Conceptos/Concepto/Descripcion" should include both PO Numbers, the one for the USA and Mexico. The PO for US should have the prefix "US:" and the PO for Mexico should have the prefix "MX:" as for example "US: 4500000001, MX: 4500000002"
- Please include the PO numbers or for Non-PO invoices the person at Barry Callebaut who requested the service.

2. INVOICE ISSUE AND SUBMISSION DATE

Invoice issue date:

As for the invoice issue date, we kindly ask you to respect the rules below:

1. For Goods – issue date to match the dispatch date.
2. For Services – issue date to be in accordance with the agreement/contract.

Invoice submission time:

Invoice must arrive at the submission email account no later than **3 days** after the issue date.

3. CHANGES IN YOUR DATA

It is your responsibility to ensure that Barry Callebaut has received up to date information with respect to required data for handling and processing of your invoices e.g.:

- Bank account – important: to change bank details please provide an approved bank document from the list: a bank statement or a letter from a bank, an official letter from you or a voided cheque.
- VAT identification number.
- Your contact details: address.
- Your Accounts Receivable contact and email address etc.

Any changes **should be immediately** communicated to the respective Barry Callebaut business representative.

4. COMMUNICATION METHODS

Email Address for invoice submission:

In order to more efficiently deal with the number of invoices, dedicated accounts payable mail boxes will be available for each country. Invoices must be sent to the country email box of the respective Barry Callebaut legal entity:

See ANNEX A

Email Address for queries:

If you would like to ask us a question or have any further concerns regarding your invoice please contact us by sending your email to the respective Barry Callebaut legal entity's queries email box:

See ANNEX A

5. INVOICE REJECTION

We would like, once again, to ask you to adhere to our requirements. Unfortunately, we will not be able to accept invoices which do not meet our standards as of **June 2017**. These invoices will be sent back to you for update.

PLEASE NOTE:

For the entities not mentioned below the process remains as is.

APPENDIX A

Barry Callebaut legal entities in North-America

Barry Callebaut Invoiced Entity Name	Address	AP Email Addresses
Barry Callebaut USA LLC	600 W Chicago Ave, Suite 860 Chicago, IL 60654 USA	Invoice submission: ap_invoices_usa@barry-callebaut.com Queries: ap_queries_usa@barry-callebaut.com
Barry Callebaut Sourcing USA LLC (Beans)	600 W Chicago Ave, Suite 860 Chicago, IL 60654 USA	Invoice submission: na_cocoa_sourcing@barry-callebaut.com, naifei_hua@barry-callebaut.com Queries: naifei_hua@barry-callebaut.com
Barry Callebaut Sourcing USA LLC (Butter)	600 W Chicago Ave, Suite 860 Chicago, IL 60654 USA	Invoice submission: na_cocoa_sourcing@barry-callebaut.com, casey_johannesen@barry-callebaut.com, tadeo_ocanas@barry-callebaut.com Queries: casey_johannesen@barry-callebaut.com, tadeo_ocanas@barry-callebaut.com
Barry Callebaut Canada INC	2950 Nelson, St-Hyacinthe, Quebec, Canada J2S 1Y7	Invoice submission: ap_invoices_canada@barry-callebaut.com Queries: ap_queries_canada@barry-callebaut.com
BC Mexico, S. de RL de CV	Av. Industrias del Poniente 101, Col. Libramiento Noreste, CP 66050, Gral. Escobedo, Nuevo León. México	Invoice submission: ap_invoices_mexico@barry-callebaut.com Queries: ap_queries_mexico@barry-callebaut.com
BC Mexico de Distributors SA de CV	Av. Industrias del Poniente 101, Col. Libramiento Noreste, CP 66050, Gral. Escobedo, Nuevo León. México	Invoice submission: ap_invoices_mexico@barry-callebaut.com Queries: ap_queries_mexico@barry-callebaut.com
Barry Callebaut GBS Mexico S de RL de CV	Temporary address: Rio Missouri 555 - Level 5, Suite 3 Colonia del Valle CP 66220 San Pedro Garza Garcia, N.L.	Invoice submission: ap_invoices_mexico@barry-callebaut.com Queries: ap_queries_mexico@barry-callebaut.com