

Important information for Suppliers
Invoicing Barry Callebaut Entities Singapore, Malaysia, Indonesia, Japan & China

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.

New 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 1st January 2020.

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,

Elie Fouche

CFO Region APAC

Maciej Kulbat

Head of Shared Services Center

1. FORMAT AND REQUIRED INFORMATION ON YOUR INVOICE

Format of Supplier Invoice:

- **In general no more paper invoices however please find below country specific guidelines:**
 - Singapore: only electronic invoices
 - Malaysia: electronically generated invoices are highly recommended. For all invoices that are not electronically generated, please submit both soft-copy and paper-copy of the invoice (paper invoices without soft-copies will not be accepted).
 - Indonesia: electronic and paper invoices
 - China: electronic and paper invoices
 - Japan: only electronic invoices
- Electronic invoices must be in **PDF format** 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.
- Your Full Legal Company Name & Full Legal Company Address.
- Your Bank Account number & SWIFT code (if applicable).
- Your Accounts Receivable contact details (email & name).
- **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 GST/VAT/SST amount and Total Gross Amount.
- Credit Note should contain reference to Original Invoice Number.
- Document Date.

Country specific required information on Supplier Invoice:

- Singapore: your GST registration number (if applicable).
- Malaysia: your Business registration number & SST number (if applicable).
- Malaysia: Barry Callebaut Business registration number.
- Indonesia: your NPWP number.
- China: N/A
- Japan: N/A

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:

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

Paper invoices must arrive at the Barry Callebaut address no later than **7 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.
- Your contact details: address.
- Your Accounts Receivable contact and email address etc.
- Singapore: your GST registration number (if applicable).
- Indonesia: your NPWP number.
- Malaysia: your Business registration number & SST number (if applicable).
- China: N/A
- Japan: N/A

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:

Barry Callebaut Chocolate Asia Pacific Pte Ltd - AP_invoices_singapore@barry-callebaut.com
Barry Callebaut Cocoa Asia Pacific Pte Ltd - AP_invoices_singapore@barry-callebaut.com
P.T. Papandayan Cocoa Industries - AP_invoices_indonesia@barry-callebaut.com
PT. Barry Callebaut Indonesia - AP_invoices_indonesia@barry-callebaut.com
Barry Callebaut Malaysia Sdn. Bhd. - AP_invoices_malaysia@barry-callebaut.com
Barry Callebaut Services Asia Pacific Sdn. Bhd. - AP_invoices_malaysia@barry-callebaut.com
Barry Callebaut Manufacturing Malaysia Sdn Bhd - AP_invoices_malaysia@barry-callebaut.com
Barry Callebaut (Suzhou) Chocolate Co., Ltd. - AP_invoices_china@barry-callebaut.com
Barry Callebaut Chocolate Suzhou R&D Center Co.,Ltd. - AP_invoices_china@barry-callebaut.com
Barry Callebaut Japan Ltd. - AP_invoices_japan@barry-callebaut.com

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:

Barry Callebaut Chocolate Asia Pacific Pte Ltd - AP_queries_singapore@barry-callebaut.com
Barry Callebaut Cocoa Asia Pacific Pte Ltd - AP_queries_singapore@barry-callebaut.com
P.T. Papandayan Cocoa Ind - AP_queries_indonesia@barry-callebaut.com
PT. Barry Callebaut Indonesia - AP_queries_indonesia@barry-callebaut.com
Barry Callebaut Malaysia Sdn. Bhd. - AP_queries_malaysia@barry-callebaut.com
Barry Callebaut Services Asia Pacific Sdn. Bhd. - AP_queries_malaysia@barry-callebaut.com
Barry Callebaut Manufacturing Malaysia Sdn Bhd - AP_queries_malaysia@barry-callebaut.com
Barry Callebaut (Suzhou) Chocolate Co., Ltd. - AP_queries_china@barry-callebaut.com
Barry Callebaut Chocolate Suzhou R&D Center Co.,Ltd. - AP_queries_china@barry-callebaut.com
Barry Callebaut Japan Ltd. - AP_queries_japan@barry-callebaut.com

-> Please ensure the legal entity is mentioned in your email

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 **January 2021**. 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 APAC

Barry Callebaut Invoiced Entity Name	Address	AP Email Addresses	VAT/GST/SST registration number
Barry Callebaut Chocolate Asia Pacific Pte Ltd	26 Senoko South Road 758091 Singapore Singapore	Invoice submission: AP_invoices_singapore@barry-callebaut.com Invoice questions: AP_queries_singapore@barry-callebaut.com	GST registration number: 199500375H
Barry Callebaut Cocoa Asia Pacific Pte Ltd	1 Temasek Avenue, #12-01 Millenia Tower 039192 Singapore Singapore	Invoices for “cocoa products” goods delivery and Queries: ch_yeow@barry-callebaut.com wailing_soo@barry-callebaut.com jenn_teoh@barry-callebaut.com Invoices for “beans” and Queries: felicia_chua@barry-callebaut.com sylvia_gomez@barry-callebaut.com chinwee_ng@barry-callebaut.com Transport Invoices and queries: nash_chandran@barry-callebaut.com Agent Commission invoices and queries: Please submit invoices to your dedicated Customer Service personnel. Invoices for services: Invoice submission: AP_invoices_singapore@barry-callebaut.com Invoice questions: AP_queries_singapore@barry-callebaut.com	GST registration number: 200302850C
PT PAPANDAYAN COCOA INDUSTRIES	JL. Raya Dayeuhkolot no. 84 RT 000 RW 000, Pasawahan, Dayeuhkolot KAB. Bandung Indonesia	Invoice submission: AP_invoices_indonesia@barry-callebaut.com Invoice questions: AP_queries_indonesia@barry-callebaut.com	NPWP number: 31.675.436.5-445.00 0

PT. Barry Callebaut Indonesia	Krikilan KM.28 RT.07 RW.03 Krikilan, Driyorejo Gresik Jawa Timur Indonesia	Invoice submission: AP_invoices_indonesia@barry-callebaut.com Invoice questions: AP_queries_indonesia@barry-callebaut.com	NPWP number: 73.783.263.4-642.00 1
Barry Callebaut Malaysia Sdn. Bhd.	Lot 2, Lebu Sultan Mohamed 1 Bandar Sultan Suleiman 42000 Port Klang Selangor Darul Ehsan Malaysia	Invoice submission: AP_invoices_malaysia@barry-callebaut.com Invoice questions: AP_queries_malaysia@barry-callebaut.com	SST number: B10-1808-21010161 Registration number: 200081-D
Barry Callebaut Services Asia Pacific Sdn. Bhd.	Lot 1, Lebu Sultan Mohamed 3 Bandar Sultan Suleiman Kawasan Perindustrian Bandar Sultan Suleiman 42000 Port Klang Selangor Darul Ehsan Malaysia	Invoice submission: AP_invoices_malaysia@barry-callebaut.com Invoice questions: AP_queries_malaysia@barry-callebaut.com	SST number: B10-1808-31011998 Registration number: 879973-X
Barry Callebaut Manufacturing Malaysia Sdn. Bhd.	PLO 700, Jalan Keluli 8 Kawasan Perindustrian Pasir Gudang 81700 Pasir Gudang Malaysia	Invoice submission: AP_invoices_malaysia@barry-callebaut.com Invoice questions: AP_queries_malaysia@barry-callebaut.com	SST number: N/A Registration number: 524706X
Barry Callebaut (Suzhou) Chocolate Co., Ltd.	138 Fangzhong Street Suzhou Industrial Park, Jiangsu, China 215024	Invoice submission: AP_invoices_china@barry-callebaut.com Invoice questions: AP_queries_china@barry-callebaut.com	Business License/Tax registration certificate/Organizat ion code: 9132059479457167 2K
Barry Callebaut Chocolate Suzhou R&D Center Co.,Ltd.	138 Fangzhong Street Suzhou Industrial Park, Jiangsu, China 215024	Invoice submission: AP_invoices_china@barry-callebaut.com Invoice questions: AP_queries_china@barry-callebaut.com	Business License/Tax registration certificate/Organizat ion code: 9132059466837592 94

Barry Callebaut Japan Ltd.	2-1 Miyahara machi, Takasaki, Gunma, Japan 3701202	Invoice submission: AP_invoices_japan@barry-callebaut.com Invoice questions: AP_queries_japan@barry-callebaut.com	N/A
----------------------------	--	--	-----