

**Important information for Suppliers  
Invoicing Barry Callebaut Entities in EUROPE**

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 are effective since January 2019.**

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,

Darko Suman

CFO Region EMEA

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
  - Belgium/France/Netherlands/Germany/UK/Italy/Spain/Switzerland: **only** electronic invoices
  - Poland/Serbia/Turkey: 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).
- 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.
- Your Full Legal Company Name.
- Your Full Legal Company Address.
- Your VAT registration number.
- Your IBAN and or Bank Account number.
- 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 onto 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 and Total Gross Amount.
- Credit Note should contain reference to Original Invoice Number.
- Document Date.

## 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 transmission:

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 **APPENDIX A**).

Example: Invoices issued to **Barry Callebaut Manufacturing UK** to be sent to:  
**AP\_invoices\_UK@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 (see **APPENDIX A**).

Example: Queries regarding matters relevant to **Barry Callebaut Manufacturing UK** to be sent to:  
**AP\_queries\_UK@barry-callebaut.com**

Direct Contact:

In really urgent **cases you may also** call us by phone: +48 42 612 87 00.

## **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 **1st January 2019**. 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 Europe**

Please refer to the table below, where you can find a list of Barry Callebaut legal entities supported by the Shared Services Center Europe.

<b>Barry Callebaut Invoiced Entity Name</b>	<b>Address</b>	<b>AP Email Addresses</b>	<b>VAT registration number</b>
Barry Callebaut Belgium N.V	Aalstersestraat 122 9280 Lebbeke-Wieze Belgium	<b>Invoice submission:</b> AP_invoices_belgium@barry-callebaut.com <b>Queries:</b> AP_queries_belgium@barry-callebaut.com	Belgium BE0438950833 The Netherlands NL801306668B01 UK GB639203738 Germany DE812556152 France FR24438683377 Italy IT13053190156 Sweden SE502062360801 Denmark DK12200226 Poland PL5262851931 Ireland IE9571996V Spain ESN0171625G Greece EL099851711
Barry Callebaut Services N.V.	Aalstersestraat 122 9280 Lebbeke-Wieze Belgium	<b>Invoice submission:</b> AP_invoices_belgium@barry-callebaut.com <b>Queries:</b> AP_queries_belgium@barry-callebaut.com	BE0444734706
Barry Callebaut Manufacturing Halle BVBA	Brusselsesteenweg 450 1500 Halle Belgium	<b>Invoice submission:</b> AP_invoices_belgium@barry-callebaut.com <b>Queries:</b> AP_queries_belgium@barry-callebaut.com	BE0807893006
Barry Callebaut Deutschland GmbH	Im Mediapark 8a 50670 Köln Germany	<b>Invoice submission:</b> AP_invoices_germany@barry-callebaut.com <b>Queries:</b> AP_queries_germany@barry-callebaut.com	DE156254826
C.J. van Houten & Zoon Holding GmbH	Am Stammgleis 9 22844 Norderstedt Germany	<b>Invoice submission:</b> AP_invoices_germany@barry-callebaut.com <b>Queries:</b> AP_queries_germany@barry-callebaut.com	
Barry Callebaut Cocoa Germany GmbH	Einsiedeldeich 7-9 20539 Hamburg Germany	<b>Invoice submission:</b> AP_invoices_germany@barry-callebaut.com <b>Queries:</b> buchhaltung_hamburg@barry-callebaut.com	DE814798991

Barry Callebaut Manufacturing Norderstedt GmbH & Co GK	Am Stammgleis 9 22844 Norderstedt Germany	<b>Invoice submission:</b> AP_invoices_germany@barry-callebaut.com <b>Queries:</b> AP_queries_germany@barry-callebaut.com	DE274623324
Barry Callebaut Nederland B.V.	De Ambachten 4 4881 XZ Zundert Netherlands	<b>Invoice submission:</b> AP_invoices_netherlands@barry-callebaut.com <b>Queries:</b> AP_queries_netherlands@barry-callebaut.com	NL006322025B01
Barry Callebaut Polska Sp. z o.o	Nowy Józefów 36 94-406 Łódź Poland	<b>Invoice submission:</b> AP_invoices_poland@barry-callebaut.com <b>Queries:</b> AP_queries_poland@barry-callebaut.com	PL7272647854
Barry Callebaut Manufacturing Polska Sp. z o.o.	Nowy Józefów 36 94-406 Łódź Poland	<b>Invoice submission:</b> AP_invoices_poland@barry-callebaut.com <b>Queries:</b> AP_queries_poland@barry-callebaut.com	PL5220020390
Barry Callebaut SSC Europe Sp. z o.o.	ul. Wólczańska 180 90-530 Łódź Poland	<b>Invoice submission:</b> AP_invoices_poland@barry-callebaut.com <b>Queries:</b> AP_queries_poland@barry-callebaut.com	PL7272796382
Barry Callebaut Ibérica SL	Rambla Catalunya, 6 1ª planta 08007 Barcelona Spain	<b>Invoice submission:</b> AP_invoices_spain@barry-callebaut.com <b>Queries:</b> AP_queries_spain@barry-callebaut.com	ESB59678474
Barry Callebaut Manufacturing Ibérica, S.A.U.	Ctra Nacional 152 a. Km 71,3 08503 Gurb (Barcelona) Spain	<b>Invoice submission:</b> AP_invoices_spain@barry-callebaut.com <b>Queries:</b> AP_queries_spain@barry-callebaut.com	ESA08220097
Barry Callebaut Manufacturing (UK) Ltd.	Wildmere Road Industrial Estate Oxfordshire OX16 3UU Banbury United Kingdom	<b>Invoice submission:</b> AP_invoices_UK@barry-callebaut.com <b>Queries:</b> AP_queries_UK@barry-callebaut.com	GB581365822
Barry Callebaut (UK) Limited	Wildmere Road Industrial Estate Oxfordshire OX16 3UU Banbury United Kingdom	<b>Invoice submission:</b> AP_invoices_UK@barry-callebaut.com <b>Queries:</b> AP_queries_UK@barry-callebaut.com	GB581365822

Barry Callebaut France SAS	Z.I. d'Incarville Rue de la Mécanique 27403 Louviers Cedex France <i>or</i> 5, boulevard Michelet BP08 HARDRICOURT 78250 MEULAN FRANCE	<b>Invoice submission:</b> AP_invoices_france@barry-callebaut.com <b>Queries:</b> AP_queries_france@barry-callebaut.com	FR56352714745
Barry Callebaut Manufacturing France SAS	5, boulevard Michelet BP 8 Hardricourt 78250 Meulan France	<b>Invoice submission:</b> AP_invoices_france@barry-callebaut.com <b>Queries:</b> AP_queries_france@barry-callebaut.com	FR32438773525
Barry Callebaut Nord Cocoa SAS	Port 7522 Route du Développement 59820 Gravelines France	<b>Invoice submission:</b> AP_invoices_france@barry-callebaut.com <b>Queries:</b> comptabilite_gravelines@barry-callebaut.com	FR62493611321
Barry Callebaut Manufacturing Italia S.p.A.	Via Felice Cavallotti 35 28900 Verbania VB Italy	<b>Invoice submission:</b> AP_invoices_italy@barry-callebaut.com <b>Queries:</b> AP_queries_italy@barry-callebaut.com	IT13266400152
Barry Callebaut Italia SPA	Via Morimondo, 23 20143 Milano MI Italy	<b>Invoice submission:</b> AP_invoices_italy@barry-callebaut.com <b>Queries:</b> AP_queries_italy@barry-callebaut.com	IT12761610158
Dolphin S.R.L.	Via Francesco Sforza 19 20122 Milano MI Italy	<b>Invoice submission:</b> AP_invoices_italy@barry-callebaut.com <b>Queries:</b> AP_queries_italy@barry-callebaut.com	IT05779910966
Barry Callebaut AG	Westpark Pfungstweidstrasse 60 8005 Zürich Switzerland	<b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com <b>Queries:</b> AP_queries_switzerland@barry-callebaut.com	CHE-106.118.646 MWST

Barry Callebaut Management Services AG	Westpark Pfingstweidstrasse 60 8005 Zürich Switzerland	<b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com <b>Queries:</b> AP_queries_switzerland@barry-callebaut.com	CHE-404.140.292 MWST
Barry Callebaut Schweiz AG	Sales Office: Westpark Pfingstweidstrasse 60 8005 Zürich Switzerland  Plant: Ringstrasse 19, 8600 Dübendorf Switzerland	<b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com <b>Queries:</b> AP_queries_switzerland@barry-callebaut.com	Switzerland CHE-105.926.684 MWST Germany DE300789755
Barry Callebaut Sourcing AG	Westpark Pfingstweidstrasse 60 8005 Zürich Switzerland	<b>Invoices for “non-cocoa products”</b> goods delivery and <b>Queries:</b> non-cocoa-materials@barry-callebaut.com  <b>Invoices for “cocoa products”</b> goods delivery and <b>Queries:</b> bcs_cocoa@barry-callebaut.com  <b>Invoices for “beans”</b> and <b>Queries:</b> bcs_traffic_cocoabeans@barry-callebaut.com  <b>Transport Invoices for “cocoa powder”:</b> melanie_engrand@barry-callebaut.com  <b>All other Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com  <b>All other queries:</b> AP_queries_switzerland@barry-callebaut.com	Switzerland CHE-108.467.460 MWST Germany DE185213653 UK GB639287791 France FR82537765760 Netherlands NL823453042B01 Belgium BE0670549122 Poland PL5263244073
Barry Callebaut Cocoa AG	Westpark Pfingstweidstrasse 60 8005 Zürich Switzerland	<b>Invoices for SEA freight:</b> bcc_freight@barry-callebaut.com  <b>All other Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com  <b>All other queries:</b> AP_queries_switzerland@barry-callebaut.com	Switzerland CHE-212.734.009 NWST France FR80534989199 Poland PL5263077095 Germany DE278942667 UK GB117242736 Netherlands NL823459913B01 Italy IT09999270961
Cabosse Naturals Switzerland AG	Westpark Pfingstweidstrasse 60 8005 Zürich Switzerland	<b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com <b>Queries:</b> AP_queries_switzerland@barry-callebaut.com	Switzerland CHE-203.557.642 MWST



Barry Callebaut South East Europe d.o.o	Jurija Gagarina 32, 11070 Belgrade, Serbia	<b>Invoice submission:</b> AP_invoices_serbia@barry-callebaut.com <b>Queries:</b> AP_queries_serbia@barry-callebaut.com	Serbia 107672701
BARRY CALLEBAUT EURASIA GIDA SANAYI VE TICARET LİMİTED ŞİRKETİ	BARBAROS BEGONYA NIDA KULE KUZAY K:24 34746 ATAŞEHİR/ ISTANBUL Turkey	<b>Invoice submission:</b> AP_invoices_turkey@barry-callebaut.com <b>Queries:</b> AP_queries_turkey@barry-callebaut.com	Ticaret Sicil No: 577065 (Trade registry number)
BARRY CALLEBAUT EURASIA GIDA SANAYI VE TICARET LİMİTED ŞİRKETİ	ORGANİZE SANAYİ BÖLGESİ 28. CAD. NO: 7 26110 ESKİŞEHİR Turkey	<b>Invoice submission:</b> AP_invoices_turkey@barry-callebaut.com <b>Queries:</b> AP_queries_turkey@barry-callebaut.com	Ticaret Sicil No: 36464 (Trade registry number)