



Important information for Suppliers Invoicing Barry Callebaut Entities in AFRICA

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 4)**
- 4. Communication methods (page 4)**
- 5. Invoice rejection (page 4)**

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 EEMEA

Roselyne Kaunan

CFO AFRICA

Maciej Kulbat

Head of Shared Services Center
Europe

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:**
 - Côte d'Ivoire:
 - **Local suppliers:** digital versions of invoices together with a delivery note are **strongly recommended**.
 - Hard copy of an invoice needs to be submitted by paper with necessary custom stamps (tax sticker),
 - Delivery note (bordereau de livraison) needs to be submitted by paper.
 - **International suppliers: only** digital invoices are accepted.
 - Ghana: **only** digital invoices are accepted together with a waybill/work order.
 - Cameroon:
 - S.I.C. CACAOS SA: only electronic invoices are accepted however the delivery note needs to be submitted **by paper** with necessary customs stamps.
 - Barry Callebaut Cameroon: only electronic invoices are accepted however the delivery note needs to be submitted **by paper**.
 - South Africa: **only** electronic invoices are 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 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 Net amount, VAT amount and Total Gross Amount.
- Credit Note should contain reference to Original Invoice Number.
- Document Date.

Côte d'Ivoire specific:

- Trade register number.

Ghana specific:

- Tax identification number,
- Tax exemption status to be clearly indicated (**if applicable: tax exemption letter must be added**).

Cameroon specific:

- Trade register number and the supplier's personal property credit,
- Contractual terms and a method of payment,
- Unique identification number of the supplier,
- The text 'Exempt or covered by the State' if applicable.

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:

Invoices must be sent to the country email box of the respective Barry Callebaut legal entity (see **APPENDIX A**).

Société Africaine de Cacao SA: **AP_invoices_ivorycoast@barry-callebaut.com**

Société Industrielle Camerounaise des Cacaos SA: **AP_invoices_cameroon@barry-callebaut.com**

Barry Callebaut Ghana: **AP_invoices_ghana@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**).

Société Africaine de Cacao SA: **AP_queries_ivorycoast@barry-callebaut.com**

Société Industrielle Camerounaise des Cacaos SA: **AP_queries_cameroon@barry-callebaut.com**

Barry Callebaut Ghana: **AP_queries_ghana@barry-callebaut.com**

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. 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 Africa

Please refer to the table below, where you can find a detailed list of Barry Callebaut entities in Africa.

| Barry Callebaut Invoiced Entity Name | Address | AP Email Addresses | VAT registration number |
|---|--|--|--------------------------------|
| Société Africaine de Cacao SA | 6, rue de Pierre et Marie Curie 01 BP 1045 Abidjan Côte d'Ivoire | Invoice submission: AP_invoices_ivorycoast@barry-callebaut.com Queries: AP_queries_ivorycoast@barry-callebaut.com | 6000427U |
| Barry Callebaut Négoce | Rue de la St. Sylvestre 15 BP 431 Abidjan Côte d'Ivoire | Invoice submission: AP_invoices_ivorycoast@barry-callebaut.com Queries: AP_queries_ivorycoast@barry-callebaut.com | 9815068B |
| Nyonkopa Cocoa Buying Company Limited | P.O. Box 7915 Sonar Centre Melcom Road Ahodwo Roundabout, Kumasi Ghana | Invoice submission: AP_invoices_ghana@barry-callebaut.com Queries: AP_queries_ghana@barry-callebaut.com | — |
| Barry Callebaut Ghana Limited | Accra Aflao Road 1 Free Zone Enclave Tema Ghana | Invoice submission: AP_invoices_ghana@barry-callebaut.com Queries: AP_queries_ghana@barry-callebaut.com | — |
| Société Industrielle Camerounaise des Cacaos SA | Route de Deido quartier BASSA Douala Cameroon RCCM: RC/DLA/1983/B/1344 BP: 570 | Invoice submission: AP_invoices_cameroon@barry-callebaut.com Queries: AP_queries_cameroon@barry-callebaut.com | M044900001073G |
| Barry Callebaut Cameroon | Route de Deido Douala Cameroon RCCM: RC/DLA/2003/B/031779 BP: 714 | Invoice submission: AP_invoices_cameroon@barry-callebaut.com Queries: AP_queries_cameroon@barry-callebaut.com | M050300015787B |
| Barry Callebaut South Africa (Pty) Limited | 1st Floor, Building 11 Design Quarter Cnr William Nicol & Leslie Avenue Fourways, 2021 JHB, South Africa | Invoice submission: AP_invoices_southafrica@barry-callebaut.com Queries: AP_queries_southafrica@barry-callebaut.com | 4080286646 |