

Important information for Suppliers Invoicing Barry Callebaut Brazil

Dear Supplier,

We greatly value our suppliers and the work we do together. To further strengthen our collaboration, please find enclosed the supplier guidelines for **invoice submission in Brazil**. This requirement arises from the upcoming implementation of the VIM (Vendor Invoice Management) program at Barry Callebaut Brazil in November 2023.

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)**

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.

For all invoicing, it is essential to have a purchase order issued and approved by Barry-Callebaut Brazil. The invoice must reference the PO number.

The requirements presented on the following pages must be in place by **November 12, 2023**.

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

Yours faithfully,

Alexandre Martinez

Director, CFO, South America

Eloisa Queiroz

Manager, Accounting & Reporting, South Latam

1. FORMAT AND REQUIRED INFORMATION ON YOUR INVOICE

- **Domestic:** please see below the details according to the document type:
 - Nota Fiscal Eletrônica (**NF-e**): Signed XML file submitted to SEFAZ
 - Nota Fiscal de Serviços Eletrônica (**NFS-e**): PDF invoice submitted to ap_invoices_brazil@barry-callebaut.com
- **Foreign:** PDF invoice submitted to ap_invoices_brazil@barry-callebaut.com
- Services invoices and foreign invoices must be in **PDF format (text based)** and attached to the email ap_invoices_brazil@barry-callebaut.com (links to PDF will not be accepted).
- Only **1 PDF per service invoice / foreign invoice** should be sent to the email ap_invoices_brazil@barry-callebaut.com , following the requirements below:
 - Invoice header should start on the first page of PDF;
 - Supporting documentation mandatory 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 and more than one invoice per PDF will NOT be processed.
- Make sure the invoice is legible and readable; no watermark or color background.

Required Information on Supplier Invoice:

- The supplier invoice information must align with the Barry Callebaut Brazil purchase order. In case of any discrepancies, the process will be returned to the supplier for data correction.
- **PO Number** - provided by Barry Callebaut contact person during the order.
For multiple PO numbers, list them in separate lines without dashes/slashes.

Please, **vendors responsible for creating the XML file**, ensure that you carefully review the XML content, including the PO number (10 digits for SAP Purchase Order or 10 digits for Maximo Purchase Order) and any additional details contained in the XML text. Specifically, ensure accurate completion of the **XPed** tag (PO number) and **ItemPed** tag (XML line item number).

- 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 tax amount and total gross amount.
- Credit Note should contain reference to the original invoice number.
- The unit of measurement to be invoiced by the supplier must match the purchase order.
- 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 agreements and/or contracts.

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.

4. COMMUNICATION METHODS

Email addresses for invoice submission: ap_invoices_brazil@barry-callebaut.com

Email addresses for queries: ap_queries_brazil@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 and the payments will not be done as well. We will not accept extra costs, penalties, duties if the invoice is not paid because it was refused. These invoices will be sent back to you for update.

INTERNAL APPROVALS

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