

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

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,

Markus Baisch

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
  - India: electronic and paper invoices, e-invoices where applicable as per GST law
  - Australia: 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
- India: your GST registration number/PAN & Barry Callebaut GST is mandatory
- Australia: your ABN registration number

**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
- India: your GST registration number/PAN

- Australia: your ABN registration number

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:

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

Barry Callebaut Cocoa & Chocolate Ingredients India Private Limited - AP\_invoices\_india@barry-callebaut.com

GKC Foods (Australia) Pty Ltd - AP\_invoices\_australia@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

Barry Callebaut Cocoa & Chocolate Ingredients India Private Limited - AP\_queries\_india@barry-callebaut.com

GKC Foods (Australia) Pty Ltd - AP\_queries\_australia@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 as of **January 2020**. 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**

| <b>Barry Callebaut Invoiced Entity Name</b>          | <b>Address</b>   | <b>AP Email Addresses</b>   | <b>VAT/GST/SST registration number</b> |
|--|--|---|--|
| Barry Callebaut<br>Chocolate Asia Pacific<br>Pte Ltd | 26 Senoko South<br>Road<br>758091 Singapore<br>Singapore   | <b>Invoice submission:</b><br>AP_invoices_singapore@barry-callebaut.com<br><b>Invoice questions:</b><br>AP_queries_singapore@barry-callebaut.com  | GST registration<br>number: 199500375H |
| Barry Callebaut Cocoa<br>Asia Pacific Pte Ltd        | 1 Temasek Avenue,<br>#12-01<br>Millenia Tower<br>039192 Singapore<br>Singapore                             | <b>Invoices for “cocoa products” goods delivery and Queries:</b><br>ch_yeow@barry-callebaut.com<br>wailing_soo@barry-callebaut.com<br>jenn_teoh@barry-callebaut.com<br><br><b>Invoices for “beans” and Queries:</b><br>felicia_chua@barry-callebaut.com<br>sylvia_gomez@barry-callebaut.com<br>chinwee_ng@barry-callebaut.com<br><br><b>Transport Invoices and queries:</b><br>nash_chandran@barry-callebaut.com<br><br><b>Agent Commission invoices and queries:</b><br>Please submit invoices to your dedicated<br>Customer Service personnel.<br><br><b>Invoices for services:</b><br>Invoice submission:<br>AP_invoices_singapore@barry-callebaut.com<br>Invoice questions:<br>AP_queries_singapore@barry-callebaut.com | GST registration<br>number: 200302850C |
| PT PAPANDAYAN<br>COCOA<br>INDUSTRIES                 | JL. Raya<br>Dayeuhkolot no. 84<br>RT 000 RW 000,<br>Pasawahan,<br>Dayeuhkolot KAB.<br>Bandung<br>Indonesia | <b>Invoice submission:</b><br>AP_invoices_indonesia@barry-callebaut.com<br><b>Invoice questions:</b><br>AP_queries_indonesia@barry-callebaut.com  | NPWP number:<br>31.675.436.5-445.000   |

|  |  |  |  |
|--|--|--|--|
| PT. Barry Callebaut Indonesia                        | Krikilan KM.28 RT.07<br>RW.03 Krikilan, Driyorejo<br>Gresik Jawa Timur<br>Indonesia                                      | <b>Invoice submission:</b><br>AP_invoices_indonesia@barry-callebaut.com<br><b>Invoice questions:</b><br>AP_queries_indonesia@barry-callebaut.com | NPWP number:<br>73.783.263.4-445.000   |
| Barry Callebaut Malaysia Sdn. Bhd.                   | Lot 2, Lebuh Sultan<br>Mohamed 1<br>Bandar Sultan<br>Suleiman<br>42000 Port Klang<br>Selangor Darul<br>Ehsan<br>Malaysia | Invoice submission:<br>AP_invoices_malaysia@barry-callebaut.com<br>Invoice questions:<br>AP_queries_malaysia@barry-callebaut.com                 | SST number:<br>B10-1808-21010161<br><br>Registration number:<br>200081-D                             |
| Barry Callebaut Services Asia Pacific Sdn. Bhd.      | 1 Powerhouse,<br>Suite 18-02<br>1 Persiaran Bandar<br>Utama<br>47800 Petaling<br>Jaya, Selangor,<br>Malaysia             | Invoice submission:<br>AP_invoices_malaysia@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_malaysia@barry-callebaut.com             | SST number:<br>B10-1808-31011998<br><br>Registration number:<br>879973-X                             |
| Barry Callebaut Manufacturing Malaysia Sdn. Bhd.     | PLO 700, Jalan<br>Keluli 8<br>Kawasan<br>Perindustrian Pasir<br>Gudang<br>81700 Pasir<br>Gudang<br>Malaysia              | Invoice submission:<br>AP_invoices_malaysia@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_malaysia@barry-callebaut.com             | SST number:<br>N/A<br><br>Registration number:<br>524706X  |
| Barry Callebaut (Suzhou) Chocolate Co., Ltd.         | 138 Fangzhong<br>Street Suzhou<br>Industrial Park,<br>Jiangsu, China<br>215024   | Invoice submission:<br>AP_invoices_china@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_china@barry-callebaut.com                   | Business License/Tax<br>registration<br>certificate/Organizati<br>on code:<br>91320594794571672<br>K |
| Barry Callebaut Chocolate Suzhou R&D Center Co.,Ltd. | 138 Fangzhong Street<br>Suzhou Industrial Park,<br>Jiangsu, China 215024   | Invoice submission:<br>AP_invoices_china@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_china@barry-callebaut.com                   | Business License/Tax<br>registration<br>certificate/Organizati<br>on code:<br>91320594668375929<br>4 |

|  |   |  |  |
|--|---|--|--|
| Barry Callebaut Japan Ltd.   | 2-1 Miyahara machi,<br>Takasaki, Gunma, Japan<br>3701202                                  | Invoice submission:<br>AP_invoices_japan@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_japan@barry-callebaut.com         | N/A  |
| Barry Callebaut Cocoa & Chocolate Ingredients India Private Limited<br><br><b>Invoice Address PO based on PO address</b> | 1. Green Field Plant:<br>Plot No.G-197, AT-MIDC, BARAMATI, Pune, Maharashtra, 413133      | Invoice submission:<br>AP_invoices_india@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_india@barry-callebaut.com         | GST No. -<br>27AAECD7969A1ZJ<br>PAN - AAECD7969A |
| Barry Callebaut Cocoa & Chocolate Ingredients India Private Limited<br><br><b>Invoice Address PO based on PO address</b> | 2. Dorsogna old Factory:<br>Plot No. C - 15, AT-MIDC, BARAMATI, Pune, Maharashtra, 413133 | Invoice submission & questions:<br>finance_india@barry-callebaut.com   | GST No. -<br>27AAECD7969A1ZJ<br>PAN - AAECD7969A |
| Barry Callebaut Australia Pty, Ltd   | 196-202 Barry Road,<br>Campbellfield Vic 3061<br>Australia                                | Invoice submission:<br>AP_invoices_australia@barry-callebaut.com<br><br>Invoice questions:<br>AP_queries_australia@barry-callebaut.com | ABN number:<br>90 161 350 901                    |