

**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 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

Sr VP, CFO, Global Chocolate

Maciej Kulbat

VP, CFO GBS

## 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:**
  - Netherlands/Denmark/Sweden/Belgium/France//Germany/UK/Italy/Spain/Switzerland: **only** electronic invoices are accepted
  - Poland/Serbia/Turkey: electronically generated invoices are **highly recommended**.
  - Russia: electronically generated **invoices** through:
    - **Diadoc** (or similar provider) for Domestic suppliers is highly recommended  
→ Additional documents which need to be submitted with the invoice:  
**Preferred document: UPD or VAT invoice + Act of Acceptance (service & goods)**
    - **Email** for International suppliers is highly recommended
- 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 color background.

Required Information on Supplier Invoice

- **E-invoicing requirements** - obtainable on the Barry Callebaut supplier information website under E-invoicing section.  
<https://www.barry-callebaut.com/en/vendors-communications>
- 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 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 submission:

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

Example:

Barry Callebaut Decorations BV - AP\_invoices\_netherlands@barry-callebaut.com

Barry Callebaut Belgium NV - [AP\\_invoices\\_belgium@barry-callebaut.com](mailto:AP_invoices_belgium@barry-callebaut.com)

##### E-invoicing

The following countries have implemented governmental e-invoicing portals. In accordance with local regulations, all domestic invoices must be registered through these platforms. Once registered, such documents will be automatically transmitted and delivered to Barry Callebaut systems.

In such cases **DO NOT SEND** your documents to general country email boxes.

Countries:

- Belgium

##### 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:

Barry Callebaut Decorations BV - AP\_queries\_netherlands@barry-callebaut.com

Barry Callebaut Belgium NV - AP\_queries\_belgium@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 that 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 Europe

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

Barry Callebaut Invoiced Entity Name	Address	AP Email Addresses	VAT registration number
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 Netherlands NL801306668B01 UK GB639203738 Germany DE812556152 France FR24438683377 Italy IT13053190156 Sweden SE502062360801 Denmark DK12200226 Poland PL5262851931 Ireland IE9571996V Spain ESN0171625G Greece EL099851711 Serbia 112254886 Hungary HU30630181 Croatia HR78623770567 Romania RO45797900
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 Denmark ApS	Nupark 45 7500 Holstebro Denmark	<b>Invoice submission:</b> AP_invoices_denmark@barry-callebaut.com <b>Queries:</b> AP_queries_denmark@barry-callebaut.com	DK28099819
Barry Callebaut Deutschland GmbH	Kaiser-Wilhelm-Ring 27-29 50672 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	DE163022283

Barry Callebaut Cocoa Germany GmbH	Einsiedeldeich 7-9 20539 Hamburg Germany	<b>Invoice submission:</b> AP_invoices_germany@barry-callebaut.com <b>Queries:</b> AP_queries_germany@barry-callebaut.com	DE814798991
Barry Callebaut Decorations 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	NL805922350B01
Barry Callebaut Nederland B.V.	De Ambachten 4 4881 XZ Zundert Netherland	<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 Belgium NV, Sucursal en España	Rambla Catalunya, 6 1 <sup>a</sup> . planta 08007 Barcelona Spain	<b>Invoice submission:</b> AP_invoices_spain@barry-callebaut.com <b>Queries:</b> AP_queries_spain@barry-callebaut.com	ESW0367820H
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 Industrial Estate, OX16 7UU, Banbury, 01295 224700	<b>Invoice submission:</b> AP_invoices_UK@barry-callebaut.com <b>Queries:</b> AP_queries_UK@barry-callebaut.com	GB581365822

Barry Callebaut Belgium NV, UK branch	Wildmere Industrial Estate, OX16 7UU, Banbury, 01295 224700	<b>Invoice submission:</b> AP_invoices_UK@barry-callebaut.com <b>Queries:</b> AP_queries_UK@barry-callebaut.com	GB639203738
Barry Callebaut France SAS	Z.I. d'Incarville Rue de la Mécanique 27403 Louviers Cedex France <i>or</i> 5 boulevard Michelet BP 40 78250 Hardricourt 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 40 78250 Hardricourt 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> AP_queries_france@barry-callebaut.com	FR62493611321
Barry Callebaut Manufacturing Italia S.p.A.	Legal address: Corso Monforte 41 20122 Milano MI Italy  Plant address: Via Felice Cavallotti 35 28921 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 Belgium NV, Italian branch	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	IT14057540966

Dolphin S.R.L.	<p>Legal address: Corso Monforte 41 20122 Milano MI Italy</p> <p>Plant address: Viale San Sisto 207/C 06132 San Sisto PG Italy</p>	<p><b>Invoice submission:</b> AP_invoices_italy@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_italy@barry-callebaut.com</p>	IT05779910966
OOO Barry Callebaut NL Russia	142300, Uezdnyaya, 18-1, Chekhov, Moscow region, Russia	<p><b>Invoice submission:</b> Domestic suppliers: Diadoc International suppliers: AP_invoices_russia@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_russia@barry-callebaut.com</p>	INN5048014441/KPP504801001
Barry Callebaut South East Europe d.o.o	<p>Legal address: Bulevar vojvode Mišića 17 11000 Belgrade, Serbia</p> <p>Plant address: Zrenjanjinski put no.32 21000 Novi Sad, Serbia</p>	<p><b>Invoice submission:</b> AP_invoices_serbia@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_serbia@barry-callebaut.com</p>	Serbia RS107672701
Barry Callebaut Sweden AB	Böketoftavägen 23 268 77 Kågeröd Sweden	<p><b>Invoice submission:</b> AP_invoices_sweden@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_sweden@barry-callebaut.com</p>	SE556660913601  DE814101220
Barry Callebaut AG	Hardturmstrasse 181 8005 Zürich Switzerland	<p><b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_switzerland@barry-callebaut.com</p>	CHE-106.118.646 MWST
Barry Callebaut Management Services AG	Hardturmstrasse 181 8005 Zürich Switzerland	<p><b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_switzerland@barry-callebaut.com</p>	CHE-404.140.292 MWST



Barry Callebaut Schweiz AG	<p>Sales Office: Hardturmstrasse 181 8005 Zürich Switzerland</p> <p>Plant: Ringstrasse 19, 8600 Dübendorf Switzerland</p>	<p><b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_switzerland@barry-callebaut.com</p>	<p>Switzerland CHE-105.926.684 MWST</p> <p>Germany DE300789755</p>
Barry Callebaut Sourcing AG	Hardturmstrasse 181 8005 Zürich Switzerland	<p><b>Invoices for “non-cocoa products” goods delivery:</b> non-cocoa-materials@barry-callebaut.com</p> <p><b>Invoices for “cocoa products” goods delivery:</b> bcs_cocoa@barry-callebaut.com</p> <p><b>Invoices for “beans” and Queries:</b> bcs_traffic_cocoabeans@barry-callebaut.com</p> <p><b>Transport Invoices for “cocoa powder”:</b> melanie_engrand@barry-callebaut.com</p> <p><b>All other Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com</p> <p><b>Other queries:</b> AP_queries_switzerland@barry-callebaut.com</p>	<p>Switzerland CHE-108.467.460 MWST</p> <p>Germany DE185213653 UK GB639287791 France FR82537765760 Netherlands NL823453042B01 Belgium BE0670549122 Poland PL5263244073</p>
Barry Callebaut Cocoa AG	Hardturmstrasse 181 8005 Zürich Switzerland	<p><b>Invoices for SEA freight:</b> bcc_freight@barry-callebaut.com</p> <p><b>All other Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com</p> <p><b>All other queries:</b> AP_queries_switzerland@barry-callebaut.com</p>	<p>Switzerland CHE-212.734.009 MWST</p> <p>France FR80534989199 Poland PL5263077095 Germany DE278942667 UK GB117242736 Netherlands NL823459913B01 Italy IT09999270961</p>
Cocoa Horizons Foundation	Hardturmstrasse 181 8005 Zürich Switzerland	<p><b>Invoice submission:</b> AP_invoices_switzerland@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_switzerland@barry-callebaut.com</p>	CHE-184.308.237 MWST
BARRY CALLEBAUT EURASIA GIDA SANAYI VE TICARET LIMITED ŞİRKETİ	BARBAROS BEGONYA NİDA KULE KUZEY K:24 34746 ATAŞEHİR/ İSTANBUL Turkey	<p><b>Invoice submission:</b> AP_invoices_turkey@barry-callebaut.com</p> <p><b>Queries:</b> AP_queries_turkey@barry-callebaut.com</p>	<p>Ticaret Sicil No: 577065 (Trade registry number)</p> <p>VAT: TR1420536851 VKN: 1420536851</p>

BARRY CALLEBAUT EURASIA GIDA SANAYİ VE TİCARET 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)  VAT: TR1420536851 VKN: 1420536851
Barry Callebaut Kazakhstan	Republic of Kazakhstan, Almaty, Bostandyk district, Seifullin Avenue, building 609	<b>Invoice submission:</b> AP_invoices_kazakhstan@barry-callebaut.com <b>Queries:</b> AP_queries_kazakhstan@barry-callebaut.com	240340031445
Barry Callebaut Belgium NV, ROI branch	4 Cedar Walk Raheny, Dublin 5, D05 FP64, Ireland	<b>Invoice submission:</b> AP_invoices_ireland@barry-callebaut.com <b>Queries:</b> AP_queries_ireland@barry-callebaut.co	IE9571996V