



Dear Supplier,

We hereby inform you that SIBELCO has now established a work process globally where all work assignments and services, and the goods deliveries that SIBELCO acquire from third party suppliers need to be based on a Purchase Order (PO) sent from our ERP.

What does it mean for Suppliers?

- Referencing a Purchase Order is strictly mandatory when invoicing Sibelco (“No Purchase Order – No Pay”),
- Invoice date should be always after Purchase Order date,
- If an invoice does not have a PO number on it, Supplier needs to issue a new invoice with date later than PO date and with the PO number reference on the new invoice,

Please make sure that you as a supplier always ask SIBELCO to initiate a Purchase Order as soon as we request you to do work for us and secure that you have got or will get a PO from SIBELCO before sending future invoices.

The process ensures that the supplier receives all the necessary invoice information which minimizes the risk of extra administration and payment delays.

If you have any questions related to this information do not hesitate to contact us.

Best regards,

19.06.2023

A handwritten signature in black ink, appearing to read "Lippens", with a stylized arrow-like flourish extending to the right.

Katrien Lippens
VP Procurement

A handwritten signature in blue ink, appearing to read "Lydia Tello", with a long, sweeping horizontal line underneath.

Lydia Tello
VP Finance International & Controlling

A handwritten signature in black ink, appearing to read "Helen Mordovchenko", with a stylized, cursive script.

Helen Mordovchenko
VP Finance EMEA