

KERRY GROUP PLC

Supplier Invoicing Guide

JUNE 2019

INTRODUCTION

This Supplier Invoicing Guide outlines Kerry's requirements and expectations in relation to invoicing processes.

As a current or potential supplier to the Kerry Group, it is your responsibility to read, understand and follow these requirements to ensure prompt and correct processing and payment of invoices.

In addition to this section of general instructions, there are region-specific Appendices for North America, Latin America, Europe and Asia-Pacific which contain region-specific information such as addresses, contacts and any special instructions.

Kerry also has requirements, expectations, and guidelines in addition to the requirements and guidelines contained in this Supplier Invoicing Guide. These documents are available at: www.kerrygroup.com/our-company/policies-statements/.

Kerry Group Code of Conduct

Kerry Group Code of Conduct and supporting policies define business conduct standards for anybody working for or on behalf of Kerry Group.

All business which Kerry conducts with Suppliers is subject to the Kerry Group Code of Conduct.

Supplier Code of Conduct

This Code of Conduct sets out the minimum standards we expect and we encourage all suppliers to go beyond these requirements. The term 'Supplier' as used in this code refers to suppliers, vendors, contractors, consultants, agents and other providers of goods and services who do, or seek to do business with Kerry Group worldwide.

The Kerry Group Supplier Requirements Manual

This manual details Kerry's expectations of its suppliers of raw materials (ingredients and packaging) and services. It is based on, and in line with, the recognized schemes of Global Food Safety Initiatives (GFSI) and conforms to good manufacturing standards and regulations. These are essential requirements to assure food safety, food defence, chain of custody and compliance with regulations.

These, and similar documents, may be changed by Kerry at any time and it is your responsibility to check periodically that you have the most up-to-date versions.

Vendor Master Record

When Kerry enters into a business relationship with a Supplier, one of the first tasks to be completed is the creation of a Vendor Master Record. The Vendor

Master Record identifies the correct Supplier details such as:

- > Unique Vendor Identification Number
- > Legal Name
- > Address
- > Telephone/Fax numbers/Email address
- > Etc.

In addition to the above, there are some fields which are critical to the efficient processing and payment of invoices:

Banking Details

Electronic Fund Transfer (EFT) is Kerry's standard payment method. Using EFT reduces paper processing, reduces errors, and allows for faster response times to payment enquiries.

Suppliers are required to provide complete and correct bank details which will be used to remit payment. Suppliers may be asked to provide documentation to support the information provided.

In order to protect both Kerry and Suppliers, changes to bank details must be communicated to Kerry as indicated under the **Vendor Changes** section of each Appendix. Kerry will not make any changes until appropriate confirmation has been received. **Email alone is not sufficient to change bank details.**

Tax Identification Numbers

Suppliers are required to provide tax identification certificates which identify the tax identification number which will be used to submit invoices and process payments. Tax identification numbers held in the Vendor Master Record must be an exact match to the tax identification numbers used on Supplier invoices.

Suppliers who are exempt from tax requirements will be asked to provide documentation supporting this status.

If, at any time, there is a change in the tax numbers used by a Supplier then this should be communicated to Kerry as indicated under the **Vendor Changes** section of each Appendix. Initial communication may be via email but additional written notification may be required.

Contact Details

Kerry can send automatic payment notifications to email addresses provided by the supplier. It is the Supplier's responsibility to ensure that these details are correct. Any changes to contact details should be communicated to Kerry as indicated under the **Vendor Changes** section of each Appendix.

Invoice Submission

Although Kerry offers several methods for Suppliers to submit invoices, electronic submission via the Tungsten network is the preferred method. Other methods are via post/mail or via Electronic Data Interchange (EDI). Note that all methods may not be available in all countries.

Electronic Submission via Tungsten

Tungsten enables Suppliers to send a standard invoice format and use a preferred communication method. This means that Suppliers can send electronic invoices from an existing billing system without requiring IT changes.

There is no hardware or software to install and subscribing to the network is simple – Suppliers can start to send invoices electronically in as little as 48 hours from sign-up. The Tungsten Network satisfies the demands of GST/VAT/TAX administrations across Europe, North America and Asia Pacific who have accepted the elimination of the paper invoice for companies using the Tungsten Network.

Tungsten is not available for invoicing all Kerry locations. Please see each Appendix for a list of Kerry entities using the Tungsten Network.

Benefits which Suppliers will have when Tungsten is used include:

Standard Electronic Delivery of Purchase Orders: Kerry Purchase Orders will be automatically sent to the Supplier's Tungsten account from where they can be retrieved, downloaded or converted into invoices. The PO format will be standard and consistent and will contain all the information needed for invoicing.

Fast Invoice Delivery: Invoices are received by Kerry electronically and are not subject to the costs and delays associated with paper invoices.

Invoice Status Visibility: Suppliers can check invoices and confirm receipt and payment status without having to contact Kerry Accounts Payable.

Invoice Data Validation: Invoices are checked for errors and omissions at the time of submission. This allows corrections to be made and will reduce or eliminate invoice processing delays or returns.

Improved Payments: Invoices will be received sooner and have fewer errors. This enables Kerry to process invoices and ensure on-time payments.

Invoice Submission Options

There are two ways to submit invoices via the Tungsten Network:

An Integrated Solution: This allows Tungsten to accept invoice data in a standard format from a Supplier accounting system. It eliminates the need to issue paper or email invoices. This option is recommended for Suppliers who have high invoice volumes and/or who wish to automate and improve their Accounts Receivable processes.

A Web-Form Solution: This allows Suppliers to 'flip' a Purchase Order into an Invoice thus eliminating most of the manual entry of invoice data. It also allows Suppliers to enter invoices manually by filling in an on-line form.

In all cases the invoice content is validated on submission and Suppliers receive immediate notification of errors.

Suppliers can sign up for a free Tungsten account at register@tungsten-network.com.

Additional information about the Tungsten Network, including frequently asked questions and Kerry contact details, can be found in each Appendix.

Hard Copy Invoices and Email Invoices

Invoices submitted as hard-copy documents sent via mail, post, courier etc. MUST be sent to the correct address.

Billing addresses are provided on every Purchase Order Document. Suppliers should note that Raw Materials & Packaging, Freight and Other Goods and Services may have different invoicing requirements. Suppliers should refer to each appendix for specific details.

Invoicing via Electronic Data Interchange (EDI)

Suppliers who submit a large number of invoices may also opt for submission via EDI. This will create a custom electronic link between the Supplier system and the Kerry system.

Invoice Requirements

In all cases the following requirements apply to hard copy invoices. Failure to comply with these requirements may result in payment delays and/or return of invoices to Suppliers.

1. Vendor Legal Name.
2. Vendor's Registered Address.
3. Vendor's Tax Identification Number.
4. **Vendor's invoice number.** It is preferred that this number does not contain any special characters such as -, /, _ etc.
5. **Invoice date.** Accurate invoice date and within 5 days of invoice submission date.
6. Correct Kerry customer (Bill-To) name and Kerry GST/VAT/Tax Identification number.
7. Kerry Purchase Order number
 - a. Kerry operates a No PO-No Pay policy. All Kerry Purchase Orders are available as .PDF documents. If you do not receive this, please request one from the person placing the order.
 - b. One Purchase Order number ONLY per invoice.
 - c. Examples of Purchase Orders are included in each Appendix.
8. Delivery Note number on invoices for goods. One Delivery Note number ONLY per invoice.
9. **Description of the goods or services.** Where possible, the same description as on the Purchase Order should be used.
10. **Quantity of the goods or services.** This should match the delivered quantity.
11. **Unit of measurement.** In the same units as the Purchase Order.
12. **Unit price.** In the same currency as the Purchase Order.
13. **Total amount excluding tax.** In the same currency as the Purchase Order.

14. **Tax amount.** In the same currency as the Purchase Order.
15. **Total amount including tax.** In the same currency as the Purchase Order.
16. **Shipment number.** For freight and custom charges.
17. **Delivery address.** The address to which goods are delivered or at which services are provided.

Note

- a. Invoices should not include additional charges that are not on the Purchase Order. If there are additional charges, please agree a billing procedure with the Kerry contact, request an additional Purchase Order and invoice separately.
- b. Only invoices will be paid. Statements, delivery tickets, pro-forma invoices or other documents will not be processed for payment without prior approval from Kerry.
- c. In certain countries, supplier invoices may be required to include additional information. Suppliers are expected to understand and follow applicable invoice format requirements.

Invoice Disputes

Any dispute in price or quantity must be supported by credit note. The invoice will remain unpaid until the dispute is resolved.

Goods are returned to Suppliers using a Return Purchase Order. Please Quote the Return Purchase Order number on the Credit Note.

Credit notes should quote a reason for the credit, the original invoice number, Purchase Order number, Return Purchase Order (for goods return) number that they refer to. Any credit note that does not quote these numbers may be deducted from your next payment and the invoice it relates to may remain unpaid.