

KERRY GROUP PLC

# Supplier Invoicing Guide

## Appendix A:

## North America

## Geography Covered

The North America region pertains to all invoices submitted to Kerry entities in the United States and Canada.

## Billing Addresses

Country	Kerry Site	Bill-to Address
United States	All	<b>Kerry Inc.</b> Box Number 696477 San Antonio, TX 782669 <a href="mailto:Us-documents@kerryfinanceservices.com">Us-documents@kerryfinanceservices.com</a> <b>Tax ID: 51-0274193</b>
Canada	All	<b>Kerry (Canada) Inc.</b> Box Number 696476 San Antonio, TX 78269 <a href="mailto:can-documents@kerryfinanceservices.com">can-documents@kerryfinanceservices.com</a> <b>Tax ID: 134835511RT</b>

## Vendor Changes

Any change in vendor account details should be first communicated to the Kerry Buyer who deals with the vendor and/or by emailing [Vendor.HelpDesk@KerryFinanceServices.com](mailto:Vendor.HelpDesk@KerryFinanceServices.com). Depending on the nature of the change requested, additional information and confirmation may be required to ensure that the interests of both Kerry and the Vendor are protected against fraud.

Written correspondence should be directed to:

### **Kerry Inc.**

3400 Millington Road Beloit  
WI 53511

**Attention: Accounts Payable**

## Tungsten

A website specific to the Tungsten e-invoicing process for Kerry North America can be found at: <http://www.tungsten-network.com/kerryna/>.

Suppliers can register for a free account at: [register@tungsten-network.com](mailto:register@tungsten-network.com).

If you wish to view a demo of the self-service module on the Tungsten website, please use the following link: <https://vimeo.com/130568961>.

Tungsten offers an extensive Supplier support network. Email contact details and local contact telephone numbers can be found at: <http://www.tungsten-network.com/uk/contact-us/#call-us>.

Further information may be requested by emailing [KerryNA.Tungsten@kerry.com](mailto:KerryNA.Tungsten@kerry.com). Kerry businesses which use Tungsten in North America are:

Kerry (USA)

Kerry Canada Inc.

## Special Notes

### Payment Inquiries

Please visit our vendor portal which can be found at <https://ap.MySupplierPortal.com/kerry> to check the payment status of your invoices. If you find you still have questions after visiting our vendor portal, please feel free to reach out to our vendor helpdesk:

**Email:** [Vendor.HelpDesk@KerryFinanceServices.com](mailto:Vendor.HelpDesk@KerryFinanceServices.com).

**Phone:** +1 703 466 8916 (primary) and +1 612 216 7196 (secondary).

When contacting us for assistance, please provide your vendor name, Tungsten Network transaction number, invoice number and the PO related to the invoice in question. Your Tungsten Network transaction number can be found by clicking 'view details' on the invoice status screen within Tungsten.

Note: depending upon your issue/concern, a resolution may take up to 5 business.