

IMPORTANT Invoice Instructions for Timely Payment of your Invoices

Dear Valued Vendor,

We greatly value the business we do together and in 2016 we want to do better! To further strengthen our collaboration, you can support us with reinforcing several policies that will help to ensure that we can make payments to you in a timely and accurate manner.

To this end, effective March 1st, 2016, we will be strictly implementing a set of **requirements and guidelines** on:

- The Submission Process for invoicing Mondelez
- The Required Invoice Documentation

How should you submit invoices to Mondelez?

To improve the efficiency of this process, we are starting to phase out paper-based invoicing and therefore ask you to enroll and send your invoices to us **electronically via Tungsten E-Invoicing** (preferred method), or, alternatively, send these via email as an attachment. In instances where this is unavoidable and cannot be done electronically, please send hard copy invoices, directly to our **new centralized scanning location in Prague**. The postal addresses in Bratislava, Slovakia will no longer be valid. Invoices sent to the business units may result in delayed payments. Specific guidelines can be found in Appendix A of this pack.

What needs to be on your invoices?

One of the opportunity areas that we need to focus on and where we need your support with is ensuring the completeness and quality of invoices that we receive, so that we can avoid inefficiencies and ensure that timely payments are made to you.

Regulatory and/or Compliance requirements:

- The invoice/document must bear the correct and complete **Mondelez Company Name and VAT/Tax Registration Number** (where locally required)
- The document **MUST be an invoice or a valid substitute** (Note: Purchase Orders, Statement of Accounts, Reminders, Letters, etc are not allowed for processing)
- The invoice/document **MUST be readable**
- The invoice **MUST NOT be dated before the delivery of goods or services**
- The Invoice **MUST not be a duplicate** (double submission)

Other Minimum Requirements that will avoid erroneous payments:

- YOUR complete/registered VAT/Tax ID Number
- Invoice/document must have a reference to a valid **Purchase Order** number **OR MDLZ contact person** (only as per guidelines in Appendix B)
- YOUR complete/registered bank details
- Invoice/document must have the **breakdown of the gross and net invoice values** (Tax amount provided)
- Invoice/document must state the **currency**

Invoices that do not include any of the requirements mentioned above **will be rejected** and sent back to you for further actions or corrections. **It is important to note that the payment terms will be effective from the date that the correct invoice has been received, either electronically or in paper form at specified PO Boxes found in Appendix A.** For ease of reference, we have prepared a more detailed guideline of the above requirements found in Appendix B of this pack.

For questions or clarifications, please contact our Customer Service Helpdesk through the contact details provided in Appendix C of this pack. We encourage you to refer to our Supplier Portal (<http://www.mondelezinternational.com/procurement/>) where you will always find the most up to date information.

Please fill in the acknowledgement form at Appendix D and return this to us by 1st March, 2016. If we do not hear from you by such date, we will deem your acceptance to the terms of this letter and assume that there are no changes to your vendor details held in our system.

We thank you for your support and for your collaboration in 2015. In 2016, we look forward to a more efficient and productive business relationship with you!

Respectfully Yours,



Fritz M Schuele
Vice President, Mondelez Business Services
Global Supplier and Travel Services



Corina Cioranu
Senior Director Procurement MEU &
Global Chocolate

APPENDIX A:

Česky | Deutsch | Español | Français | Hrvatski | Italiano | Lietuvių | Magyar | Nederlands | Polski | Português | Română | Slovenčina | Slovénski | Български | Serbia

Subject: Changes in PO Box & Email Addresses for Your Invoices Effective 1st March, 2016

We are starting to phase out paper-based processing and therefore ask you to send your invoices to us electronically via Tungsten E-Invoicing, via email as an attachment or as a hard copy.

Preferred Method: Tungsten E-Invoicing:

To enroll now and to join Mondelez on the Tungsten network, please refer to the following link: <http://www.tungsten-network.com/customer-campaigns/mondelez-europe/>

By enrolling on this system, we are confident that you will see significant benefits to your business, including: fast and guaranteed invoice delivery; early invoice data validation; greater visibility to your invoice status; and on time payment.

Secondary Method: Invoice in an email attachment:

Provided country legislation allows email attachments and PDF copy invoices, you can send the invoice to the following email addresses:

- **Link** to email addresses: <http://mdlzmeuap.com/email>
- The attachment can be sent in pdf or tiff format. It should not exceed a maximum of 10 MB in size. One pdf or tiff file can contain only one single invoice (with the supporting documents, if needed).
- This process is fully automated and each file will be automatically transferred into the Mondelēz system as one invoice. The email addresses are “do not reply” mailboxes and can only be used for receiving invoices.

Least Preferred Method: Hard Copy Invoices:

We recognise that e-invoicing is not always possible for all of our suppliers, so if you still need to submit a paper based invoice, please follow these instructions as of **immediately**.

- **All paper based invoices now need be sent to the new PO box addresses listed here:** http://mdlzmeuap.com/po_boxes
- **Effective 1st of March, the old postal addresses in Bratislava and Slovakia will no longer be valid.**

In the event you have further questions, please contact the Mondelēz International Helpdesk or your local contact.

APPENDIX B: DETAILED GUIDELINES

Use the correct Mondelez Company Name (Legal Entity)

Invoices should be submitted to Mondelez International's designated locations or approved means (e-invoicing, email) after the delivery has been completed and confirmed acceptable. Invoices should be billed to the correct Mondelez International Entity -- Correct Legal Entity Name, Entity Address and the specific VAT Registration number should be used, for the invoice not to be rejected. Please see attached list of Mondelez International Legal Entities.



MEU Company
Codes_01202015.xls:

Incorrect Address Listing	Correct Address Listing
<p>TO: Mondelez Langemarckstrasse 4 - 20, 28199 Bremen</p>	<p>TO: Mondelez Deutschland Professional GmbH Langemarckstrasse 4 - 20, 28199 Bremen VAT Nr: DE263295399</p>

Make sure that the invoice is legible and readable.

It is important that the invoice is legible and includes complete and correct attachment (s). Overwritten invoice details are not acceptable and will be rejected. Handwritten invoices are generally not encouraged as these may cause errors & inefficiencies in the process.

Send your invoices through the appropriate transmission channel – Do NOT send invoices twice

If you have signed-up for an electronic invoicing agreement with Mondelez International, you are only allowed to submit invoices exclusively via Tungsten. Submitting hardcopy invoices will be rejected automatically by our mailroom scanning team.

If you are not enrolled on E-Invoicing, your invoices should be submitted via our central scanning location to these **new P.O. Box addresses listed here:** http://mdlzmeuap.com/po_boxes



MEU PO Boxes &
Email Addresses - Fii

Know and indicate your Purchase Order number on the face of the invoice

With the implementation of the No PO, No Pay Policy, and the aim of achieving 100% P.O. compliance, most Mondelez International purchases require an SAP Purchase Order (PO), which is typically transmitted to your sales department per e-mail or fax (if you have not received it, please approach your contact person in Mondelez International). P.O. numbers are required for us to process your invoice, therefore please make sure to consider the following:

- The Purchase Order is indeed listed for the purchase you are invoicing.
- The Mondelez International entity, which issued the Purchase Order, should match the Mondelez International entity indicated on your invoice.
- Purchase Order should use the correct format (see below sample; validation of invoices is partially automated. If the format is wrong, your invoice could be rejected)

INCORRECT	CORRECT
4500123954/10 (PO line item added)	4500123954 (PO line item in separate field)
4300000123458 (more than 10 digits)	4300123458 (exactly 10 digits)
4600458923 (contract number)	4300478778 (call-off PO number)



Purchase Order 4501234567

Please quote this reference on all your documents

Mondelez Europe Procurement GmbH-UK branch
 Cadbury House, Sanderson Road
 Uxbridge, Middlesex, UB8 1DH
 VAT Nr. 366 2627 38

On our Purchase Order you can find all necessary details- correct PO Number, correct Mondelez International entity

*if the service you invoice does not require a PO – skip the next two paragraphs and proceed to the third

State the PO Line Item number and delivery note on each invoice line

- **Line Item:** A Purchase Order (PO) may have multiple line items which are numbered as 10, 20, 30, and so on; stating both PO and Line Item number for each invoice line allows us to post your invoice much faster (in some cases even automatically on receipt). It will be beneficial if PO line items on the invoice follow the same split as the Good Receipts.
- **Delivery Note (where applicable):** If you provide goods or services to Mondelez International, the delivery note is a critical piece of information that will allow us to match your invoice to the appropriate goods receipt recorded on the PO.

Be sure to check the purchase order information (unit of measurement, currency, and quantity)

- **Unit of Measurement:** If the PO is issued in kilograms, use kilograms as the unit for your invoice. Using tonnes will create unnecessary discrepancies and your invoice will have to be approved before it can be released.
- **Currency:** Please make sure the currency of your invoice matches the currency used in the PO. Otherwise an incorrect payment might be made due to foreign currency exchange rates.
- **Quantity:** The quantity on the invoice should not be higher than that stated on the Purchase Order. Otherwise, it will create a discrepancy that has to be coordinated with different parties for resolution.
- If a material number has been provided, please include it on the face of the invoice.

Know your contact person at Mondelēz International

Invoices submitted should always bear the name and email address of the contact person you work with at Mondelēz International. This is especially critical for invoices that cannot be processed using Purchase Orders – as the absence of this results in invoices being rejected.

Include and indicate YOUR VAT Registration (Tax ID) Information: If the data stated on the invoice does not match our vendor master data records, your invoice will be put on hold for investigation and could be rejected. Therefore if your company’s name, address or VAT registration number has changed, please notify us and include a copy of the invoice with the accomplished vendor update forms you were previously using in unchangeable format (PDF), so that we can update our database before your invoices reach due date.

Check if invoice amount is correct and the breakdown of the total invoice amount is provided.

Incorrectly calculated invoices, like VAT or the total amount, will be rejected. Correct tax rate should also be reflected on the face of the invoice.

OTHER KEY INFORMATION REQUIREMENTS THAT ENABLES TIMELY PAYMENTS:

Include the bank details where you expect the payment to be made to: If you’d like to make sure that we transfer the money to your bank account directly, let us know your bank details. For any change or request to add bank details, please send us a notice together with a copy of the invoice and completely filled out vendor update forms you were previously using in PDF format.

Dummy PO, Cost Center, Work Breakdown Schedule (WBS) Information: In the limited circumstances that the invoice could not be processed using Purchase Orders, kindly seek assistance from your contact person at Mondelēz International and ask them to provide you with a dummy PO number which is either 99999 or PO99999 and a cost center, or WBS element number, where the invoice should be charged against. Once provided, please ensure to indicate this information together with the email address and name of your Contact person on the face of the invoice.

What if my invoice was rejected?

A rejection message together with a copy of the rejected invoice will be sent to you via e-mail or fax, as soon as available in our records. A rejected, non-compliant invoice (non-compliant invoice is an invoice, where the address or Mondelēz International entity is not valid) will not be processed for payment, therefore it is necessary to send a new, correct document using the same submission method as for the original invoice. Should you have any questions regarding rejections, please feel free to contact us. If you work with us using e-Invoicing via Tungsten, you will find applicable contacts at <http://www.tungsten-network.com/customer-campaigns/mondelez-europe/>.

Correctly issued invoice with Purchase Order - be aware of all details



Purchase Order 4501234567

Please quote this reference on all your documents

Mondelēz Europe Procurement GmbH/UK branch
Cadbury House, Sanderson Road
Uxbridge, Middlesex, UB8 3DH
VAT Nr: GB 366 2627 38

Creation Date: 28.01.2013
Current Date: 28.01.2013
Contact Person: Adam White
Telephone: +421 111 111 111
Fax:

Name of Vendor: ABC
Address: Dodavatelka 13
123 456 Paris
Country: France
Vendor number: 123456

Please deliver to:
Mondelēz Europe Procurement GmbH/UK branch
Cadbury House, Sanderson Road
Uxbridge, Middlesex, UB8 3DH
VAT Nr: GB 366 2627 38

Please send your invoice to:
BSSS: EDMA
Mondelēz - United Kingdom
PO# 99999
Bussatnova 9
15000 Praha 5
Czech Republic
Please ensure to include all details of invoice issue

Bank account: 123456 IBAN: GB12345678912345
Bank key: 123456 SWIFT: ABC123DEF
Bank: XY

SAMPLE INVOICE

VENDOR NAME, ADDRESS, CITY, VAT Nr: ABC, Dodavatelka 13, 123456 Paris, France, FR123 4567 89
Contact: John Smith, Phone: +44 11 123 456 7, Fax: +44 11 123 456 8, john.smith@vendorname.com

Invoice No.: 123456
Invoice Date: 01.12.2012
Payment date: 31.12.2012
Customer: 12345

PO NUMBER: 4501234567

Position	Charge Description	Quantity	Price/EUR	Unit	Currency	Amount
10	CARTON LOW x12 DIRDL WATERMELON SLAB MATERIAL NUMBER: 444779	147,000 PC	7,69	1000 PC	EUR	1.130,43
20	TEA W/TININGS	1	1,60	1 PC	EUR	1,60
	DELIVERY NOTE 12345					
Total excluding TAX:						1.132,03
Export, customs fee:						0,00
Total amount:						1.132,03 EUR

Total Qty	Material	Target	Quantity	Unit	Price	Surcharge	Value excl. VAT	Dat.	Date
147,000	PC	147,000	PC	7,69	1	130,43		28.11.2006	
1	Tea	1,60	1,60	1,60	1	1,60		28.11.2006	
Total Quantity	Unit	Currency	Total Net Value excl.						
147,000 PC	each	EUR	1.132,03						

APPENDIX D: Vendor Acknowledgement Form

Instruction: Please note that this document has to be completed with the necessary information, duly signed, scanned and returned to us by email by **1st March, 2016** to mondelez.purchasing@mdlz.com:

Company Name:
Mailing Address:
VAT Registration Number:
Vendor Number:
E-mail Address:

We acknowledge the receipt of the latest Mondelez Europe invoice instructions attached to this letter and hereby confirm our understanding. We agree that the invoice instructions in this letter shall supersede anything that we have previously agreed on invoicing.

.....
Signature over Printed Name

.....
Date

Company Seal/Stamp: