

Žiar nad Hronom, dated 12th October 2020

Dear Business Partner,

To ensure smooth invoice processing and payments to you as supplier we're kindly contacting you with our company **Hydro Extrusion Slovakia a.s. invoicing requirements**.

Your business with us is very important to us therefore to be able to accept, process your invoices into our system and pay them by the due date, your cooperation is requested. Please note the following instructions about requirements for content of your invoices as well as the delivery approach.

Please make sure to send your invoices electronically by e-mail as follows:

- If you wish to send one invoice (and its attachments) in one **PDF format**, please use the following email address:
invoice.zia@hydro.com
- Please if possible do not use any other formats such as (XML, TIFF, Excel, Word, etc.) when sending payable invoices.
- Please apart from the invoice itself don't attach any other images to your email, such as a company logo in signature.
- We recommend e-mail and PDF file format, however if you'd still would like to send your invoices on paper and via post, please mail them to the following postal address:

*Hydro Extrusion Slovakia a.s.
PO Box 987
Székesfehérvár
8000 Hungary*

Additionally, we'd like to highlight a short list of invoicing requirements. Keeping these rules enables Hydro's Accounts Payable to process your invoices and payments for your invoices timely.

Your invoices should contain:

- proper postal and e-mail address, valid Identification and payment data of your and our Hydro company, including correctly stated information like ID Number of Organisation, Tax ID Number and ID Number for VAT,
- due date on invoice needs to be in accordance with the maturity agreed in the contract,
- a valid number of our Purchase Order,
- a single invoice should only refer to only a single one of our Purchase Orders → multiple PO's will delay invoice processing and payments to you.

In case of discrepancies between your invoice and our Purchase Order or Master Data in our system (company name, address of the office, tax and bank accounts data, payment terms) the invoice may get blocked for payment until discrepancies are corrected.

Any invoices with incorrect or missing any of the above elements will be automatically returned to you and we'd be kindly asking you to provide a corrected invoice.

Examples of discrepancies that may result in a rejected invoice or a block for payment:

- Formal problems with invoices, an invoice from the supplier, who is not allowed to send an invoice without Purchase Order – invoices will not be accepted and will be sent back to you,
- Bank account number is not matched with agreed bank accounts with our master data – invoice will be blocked,
- **Missing number of our Purchase Order on the invoice – invoices not be accepted and will be sent back to you**
- Price deviation comparing to Purchase Order or Contract – invoice will be blocked,



- Volume deviation comparing to Purchase Order invoice will be blocked.

Should you have any questions or comments please do not hesitate to contact Hydro's Accounts Payable department via email at gbs.eur.ap@hydro.com

Thank you in advance for your understanding and collaboration.

Yours faithfully,

Tamás Borsos
Requisition-to-Pay Supervisor

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