

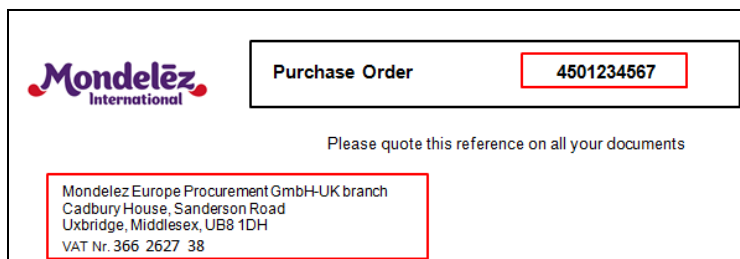
Purchase Order Based Invoice Requirements

No 1 – Know your Purchase Order number

Most purchases of Mondelēz International require 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 Mondelēz International).

PO number is required for processing of your invoice, therefore please make sure that the number you provide:

- ✓ is relevant for the purchase you're invoicing (you might have multiple invoices per PO, but it is very unlikely that you can use one number for the whole year, most probably you're missing a fresh PO)
- ✓ has correct format (validation of invoices is automated, if the format is wrong, your invoice will be rejected)
- ✓ is the correct Mondelēz International entity which issued the PO.



The image shows a sample Purchase Order form. At the top left is the Mondelēz International logo. To its right, the text "Purchase Order" is followed by a red-bordered box containing the number "4501234567". Below this, a line of text reads "Please quote this reference on all your documents". At the bottom left, there is a red-bordered box containing the following text: "Mondelēz Europe Procurement GmbH-UK branch", "Cadbury House, Sanderson Road", "Uxbridge, Middlesex, UB8 1DH", and "VAT Nr. 366 2627 38".

On our Purchase Order you can find all necessary details, including the PO Number and the Mondelēz International's bill to entity

No 2 – No more than 1 PO in an Invoice

An Invoice should be related to only one Purchase Order. If multiple PO numbers are included in the same invoice, its verification has to be done manually and might delay your payment.

No 3 – State PO Line Item number on each invoice line

A PO can have more than one line, numbered 10, 20, 30... etc. Creating one Invoice line per PO line item, and keeping the order the same as in the PO allows us to post your invoice much faster.

No 4 – Check purchase order information (unit of measure & currency)

If the PO is issued in kilograms, use kilograms as unit for your invoice. Using tons will create unnecessary discrepancies and your invoice will have to be approved before it can be released.

Please make sure the currency of your invoice matches with the PO. If this is not the case, the invoice will be rejected and a new one will be required with the same currency as the PO.

