



To: all AkzoNobel suppliers

Purchase Order (PO) numbers needed for all invoices

Dear supplier,

We would like to help make sure your invoice is paid on time and in full, following processes already standard in many other companies.

At AkzoNobel we work with Purchase Orders (POs) for ordering goods and services with all our suppliers. These POs help our Accounts Payable colleagues match invoices with the specific goods receipt and order. Missing Purchase Order (PO) numbers have in the past been a significant contributor to late payments.

Therefore, as of May 1, 2020 we are unable to accept invoices without a PO number.

Whenever you receive a request from AkzoNobel, please ensure that before you deliver any of the ordered goods or services, you receive from the requestor either an official PO document or, at minimum, a PO number. Otherwise, we cannot guarantee that the request was genuine and came from AkzoNobel.

Our Accounts Payable colleagues are based in regional service centers, making it crucial that a valid PO number is referenced during all relevant communications. We also strongly encourage you to send all invoices by e-mail.

With these measures we aim to ensure all invoices received with a valid PO number are paid on time and in full.

Finally, we would like to remind you that all supplier related instructions and guidelines are available on the following webpage: <https://www.akzonobel.com/en/supplier-information>

We recognize these are exceptional times and thank you for your support and understanding as we together work towards a more efficient and effective process in the future.

Stay safe.

Kind regards,

Jan Paul van der Velde
Chief Procurement Officer
Akzo Nobel Sourcing B.V.