

Shared Services

Procurement

Dear Valued Supplier:

Our Procurement organization strives to ensure that all goods and services ordered from suppliers are based on an approved and properly executed Purchase Order (PO).

- **As a supplier, please ensure you ask us to initiate a purchase order as soon as we contact you to do work for us, and before you provide any goods or services.**
- **Invoices must contain the required information and be submitted with a properly executed PO or the invoices will be rejected and returned to the supplier.** Each invoice shall be itemized, contain the Supplier's name, phone number, email, and remit-to address, and include the project number, quoted prices, any delivery charges or taxes for the stated goods and services, and the referenced PO# for all invoices over \$5,000.
- **We will not be liable to process invoices over \$5,000 without the prior issuance of a properly executed PO.** Any invoice over \$5,000 will not be paid unless a valid PO is assigned for the purchase.
- **A purchase order is only valid for the dollar amount in which it was issued.** If at any time you realize the order will increase, you must immediately contact us with the adjustment amount, i.e., service changes, a quantity increase, etc. so that the change can be reviewed and the PO adjusted if necessary. If there are any discrepancies, please immediately contact the buyer who executed the purchase order.

MAIL ALL INVOICES/RECEIPTS TO THE OFFICE OR EMAIL ADDRESS LOCATED ON THE PURCHASE ORDER.

This procurement process protects the interests of your company as well as ours. You are assured that every order has been approved before it reaches you. Purchase orders provide all the necessary invoice information, minimizing the risk of extra administration and payment interruptions. They assist in maintaining accurate and detailed records for auditing, compliance, and financial statements, as well as efficient receipt of payments. Lastly, purchase orders serve as legal documents and help avoid any potential disputes regarding the transaction.

Please be sure to disseminate this letter to all of your satellite offices and Accounts Receivable departments. If you have any questions regarding this policy, please contact Thomas Craven at 215-783-7733 or Thomas.Craven@mastec.com.

One final important note: It is essential to keep your contact information current to enable us to quickly and accurately send payments and communications to you and your company. Please send an email with the name, phone number, and email address of your company's primary contact to Procurement@henkels.com so we can update our records. Thank you for your understanding, cooperation, and valued relationship with our company.