

# Advice for suppliers of KWS UK Ltd.

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## *Dear suppliers and service providers,*

All procurement and payment processes for KWS UK Ltd. are managed centrally via KWS Berlin GmbH. To ensure a smooth order process and quick payment execution, we kindly ask you to comply with the following requirements regarding invoices and other documents:

### **Order & Order Confirmation**

All centrally administered orders are sent digitally to you from **gtc\_proc\_uk@KWS.com**. Please also send your order confirmations to this address.

### **Delivery Note**

On the delivery note and all order documentation, please clearly indicate the **recipient** as well as the **KWS purchase order (P.O.) number**.

### **Invoices**

In order to ensure that your invoice is processed and paid in time, please send the invoice as a **PDF** by **email to invoice-uk@kws.com**. A **single invoice may only refer to a single order**, but there may be **several (partial) invoices for one order**. If you have more than one invoice, please email them **individually, each in a separate email**.

In general, each invoice needs to include the following details:

- Correct billing address: **KWS UK Ltd., 56 Church Street, Thriplow, Nr. Royston, Hertfordshire SG 8 7 RE**
- **Purchase order (P.O.) number** or **name and email address of your KWS contact**
- **VAT registration for KWS UK Ltd. GB 665 909 785**
- **VAT registration number for your company**

We will have to reject invoices that do not comply with the above requirements. Other applicable legal requirements regarding invoicing remain untouched.

**Differences between an invoice and the respective order** lead to additional internal efforts, which could result in a delayed payment or a rejection of the invoice. This applies especially to the following:

- Additional invoice items (Exception: charges for delivery or packaging)
- Changes in price or quantity
- Use of different units (such as hours instead of days or kilogram instead of gram)

### **Questions & Contact**

If you have questions, please reach out to us by email:

- ...regarding the overall procurement process and payment terms: [vendor-data@kws.com](mailto:vendor-data@kws.com)
- ...regarding specific invoices: [invoice-uk@kws.com](mailto:invoice-uk@kws.com)