



## *Dear suppliers and service providers,*

All procurement and payment processes for KWS Seeds Inc. are managed centrally via KWS Berlin GmbH. To ensure an uncomplicated 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 [gfc\\_proc\\_us@KWS.com](mailto:gfc_proc_us@KWS.com). Please also send your order confirmations to this address.

### **Delivery Note & Invoice**

When available, please clearly indicate the **KWS recipient e-mail address** and the **KWS purchase order (P.O.) number** on the delivery note, invoice and all order documentation.

### **Invoices**

In order to ensure that your invoice is processed and paid in time, please email the invoice as a **PDF to [invoice-us@kws.com](mailto:invoice-us@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 Seeds Inc. 5705 W. Old Shakopee Road, Suite 110 Bloomington, MN 55437 USA*
- **Purchase order (P.O.) number, name and email address of you KWS contact**
- **Tax registration for KWS Seeds Inc:** *57-0676870*
- **Tax registration number for your company**

Please adhere to these invoice requirements to enable us to process the payment correctly and quickly. Deviations may lead to unnecessary delays or errors. 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-us@kws.com](mailto:invoice-us@kws.com)