

**Foundever policy:****Purchase orders (POs) on invoices are mandatory for payment effective June 1, 2024**

Dear valued supplier,

Foundever continuously strives to enhance our operational efficiency and ensure timely processing of payments. Effective June 1, 2024, we are implementing our "No purchase order (PO), no pay" policy.

**What this means for you**

Effective June 1, all invoices received by Foundever must include a valid purchase order (PO) number. This initiative is critical to maintaining the integrity of our Procurement and Accounts Payable processes.

Here is a quick checklist for your reference:

1. Confirm you have a valid PO number from Foundever before delivering goods or providing services.
2. Always include the PO number on your invoice, this is **strictly mandatory** when invoicing for payment
3. Submit invoices promptly to avoid any delays in payment
4. **Note:** Invoices received after June 1, 2024 that do not reference a valid PO number will be returned to you which may result in payment delays

This process brings clear benefits for both our vendors and Foundever. The required approval process to issue a purchase order (PO) gives an assurance that the expenditure was properly approved by the applicable Foundever stakeholders and provides all the necessary information to process the request. **Note:** Citing the purchase order (PO) in each invoice is now **mandatory**. If this information is not included, invoices will be **rejected**.

We appreciate your cooperation in adhering to this policy and thank you for your ongoing partnership. With questions, don't hesitate to reach out to your Foundever Procurement contact or email: [suppliers@foundever.com](mailto:suppliers@foundever.com).

We look forward to a more efficient and effective business process.

In partnership,

**Nordine Benbekhti**  
Global CFO | Foundever

## Frequently asked questions

### **Q. Why did Foundever implement the “No purchase order (PO), no pay” policy?**

This policy was implemented to increase efficiency in the procure to pay process across Foundever.

### **Q. Will I be paid any quicker if I quote a purchase order (PO) number?**

Invoices quoting an official purchase order (PO) will be paid on the due date, as per the agreed payment term. However, invoices received without a valid purchase order (PO) number quoted will not be registered and will be returned. This may lead to a delay in the payment process.

### **Q. If invoice was returned, requesting a valid purchase order (PO) number be quoted. How can this be corrected?**

Vendors should contact Foundever associate who gave the original instruction to supply the goods/services and ask him/her to provide the corresponding purchase order (PO) number. When obtained, resend the invoice quoting purchase order (PO) number.

### **Q. What should I do if I receive a request and I don't receive a Purchase Order?**

Prior commencement of supply, contact the person who placed the verbal or email order and ask for a purchase order (PO).

### **Q. How do I know that the Purchase Order has been approved by the correct level of authority?**

Purchase Orders (PO) will only be produced by our system once authorized by the appropriate persons.

### **Q. What should I do if I am not a vendor and I received this letter?**

Some individuals who have received payments/grants in the past have been recognized in our accounting system as vendors. If you have received this letter and do not provide Foundever with goods and / or services, please disregard. Apologies for the inconvenience.

### **Q. How should I submit invoices?**

Invoices related to **POs issued through Coupa** must be submitted through the [Coupa Supplier Portal](#). This will be of great value for your company as invoices will be immediately registered and linked to the applicable purchase order (PO) in the Foundever system initiating its processing ensuring **full tracking** from your side. Please ensure you always **include the PO number** backing the invoice.

### **Q: Are there any exceptions to this policy?**

Yes, exceptions apply to purchases under USD \$500 - split purchases in various requisitions is considered a process violation

- a) To specific expenditure types such as: Utilities & Telecommunication
- b) Cases where the option to invoice against a contract – without having a purchase order (PO) – is enabled in your supplier profile
- c) Foundever legal entities outside Coupa's scope

If you have questions, please contact your Foundever local Procurement contact. They will help you clarify where the exemptions apply.