



Valid from 12/1/2024

Sender: Extrusion Europe

Dear Business Partner,

Hydro would like to ensure a smooth invoicing process, aiming to provide world-class accounts payable service, resulting in on-time payments so Hydro and all its business partners can focus on what they do best. In order to establish this, we require our business partners' help to comply with below invoice requirements enabling Hydro to accept, process invoices into the system and execute payments by the due date.

Please make sure your invoices are issued and meeting following requirements:

- Invoices must be sent **as PDF attachments** to the email address outlined on each discrete Purchase Order (PO) unless otherwise agreed to by Hydro plant.
- Email should NOT include any further image other than the invoice attached (such as company logo in signature)
- Proper postal and e-mail address, valid Identification and payment data for business partner and Hydro company, including correctly stated information like ID Number of Organization, Tax ID Number and VAT Number.
- Correct Purchase Order number indicated in the header on the first page of the invoice
- Only one PO number per invoice is preferred unless business partner has capability to indicate PO numbers on line item level and anticipate issuing monthly aggregated invoices.
- In order to optimize Hydro's system functionality, we kindly ask you to issue the invoice first after 5 days of completed delivery of goods or services.

In case of discrepancies between your invoice and our Purchase Order or Master Data (company name, address of the office, tax and bank accounts data, payment terms) the invoice may get blocked for payment until discrepancies are corrected.

Any invoices with incorrect or missing any of the above elements will be automatically returned to business partner and Hydro will be asking to provide a corrected invoice.

Examples of discrepancies that may result in a rejected and returned invoice or a block for payment:

- Formal problems with invoices or invoices coming from business partner's unauthorized to send invoices – Commitment not recognized, and invoice will be returned to business partner.
- Missing Purchase Order number on the invoice image – Commitment not recognized and invoiced will be returned to business partner.
- Bank account number is not matched with agreed bank accounts with our master data – invoice will be blocked
- Price deviation between invoice and Purchase Order or Contract – invoice will be blocked
- Quantity deviation between invoice and Purchase Order or Contract – invoice will be blocked

Should you have any questions or comments please do not hesitate to contact Hydro's Accounts Payable department via email at gbsf.hu@hydro.com

Thank you in advance for your understanding and collaboration

Extrusion Europe

