

4 November 2016

Re: Digitization incoming invoices

Dear Vendor

In line with our continuous aspire to improve our buying and payment process, we will be upgrading our financial system. This upgrade will make it possible to receive and process invoices electronically. To make this happen, we need also some help from your side. Via this letter we request you to send us your invoices exclusively in a digital format as of November 8, 2016.

As part of our 'Love for the outside', we are convinced that this upgrade will not only have significant benefits for the environment, but also for you as vendor, namely:

- Less paper consumption.
- More efficient processing of invoices.
- A better follow up of the agreed conditions of payment.

On the next page you will find the technical requirements for sending invoices to us.

If you have any queries, you can still contact us on administratie@bever.nl

Thank you in advance for your support.

Kind regards,

Team Finance

Technical invoicing details

Below information ensures that we are able to process your invoice in a timely manner, so that we can carry out the payment according to applicable terms and conditions of payment.

Terms and conditions of invoicing.

When sending invoices electronically, please submit to following legal entities:

Trade Goods:

| Legal entity | E-mail |
|--------------|--|
| Bever BV | GoodsInvoice@bever.nl |

Services & Utilities

| Legal entity | E-mail |
|----------------------|--|
| Bever BV | invoice@bever.nl |
| Bever Investments BV | invoiceBZI@bever.nl |

Please use the following parameters:

- Submit your invoice in PDF format, preferably with OCR layer.
- If sending multiple invoices in one email, attach invoices as a separate file. A file containing multiple invoices may be missed or rejected.
- All non-invoice documents related to the invoice need to be included in the same file as the invoice. The invoice is in front of the appendices.
- Your email can not exceed 10MB.
- Please only send invoices once, (electronically, no need to send physical mail copy) to avoid delays in processing.
- Only send invoices or credit notes to above mentioned email addresses. Invoice inquiries, statements or reminders can be sent to: reminder@bever.nl

What data should your invoice contain?

- Your invoice must meet the legal requirements.
- Invoices must be addressed to the applicable legal entity. Below we provide you with an overview of our legal entities, addresses, VAT numbers and Chamber of Commerce numbers.

| Legale entity | Address | VAT number | CoC number |
|----------------------|--------------------------------|----------------|------------|
| Bever BV | Postbus 113, 2640 AC Pijnacker | NL008835421B01 | 27091280 |
| Bever Investments BV | Postbus 113, 2640 AC Pijnacker | NL813680256B01 | 27269142 |

You are trade goods supplier?

- A purchase order (PO) will be submitted by us when ordering. Please always include the PO number along with your packing slip on the invoice. E.g. **PO / packing slip**
- We request you to combine multi PO /packing slips on one invoice as much as possible (e.g. one invoice a week). In that case, we always expect a (sub) total per PO /packing slip, followed by the delivered goods.

You are services or utilities supplier?

- An order reference will be submitted by us when ordering. Please always include the order reference on your invoice or credit note.
- Multi order references on one invoice can be accepted. In that case, we always expect a (sub) total per order reference, followed by the delivered services.
- Please always mention the period to which the billing is related on the invoice.

If the relevant invoice does not contain adequate information as mentioned above, we are entitled to reject the invoice, alternatively to calculate the due date from the date on which we are satisfied that all formal requirements have been met. Also when by this delay the deadline of financial discounts would have been passed, the financial discounts would be taken anyway.

The next step?

If you are able to invoice in UBL2 format, we would like to discuss this further. You can contact us at administratie@bever.nl