

Welcome to NEC Australia Pty Ltd.

We are excited to have you onboarded as a new vendor to NEC Australia Pty Ltd. This welcome letter is to support you in understanding our company's policies and procedures.

For timely payment of your invoices, please send them to APinvoices@nec.com.au (only one invoice per email) and for account enquiries, write to Accounts.Payable@nec.com.au.

We appreciate your business and look forward to working with you.

Supplier Information Pack

Welcome to NEC

The processes for managing the purchase and payment of goods and services to NEC are recorded in this document.

As a supplier of these goods and services, your support enables streamlined purchasing and payment, resulting in:

- on time payment of invoices,
- improved ability for our Accounts Payable (AP) to provide accurate payment-related information.

Topics covered:

- Our purchasing processes
- Invoicing process
- Payment terms and process
- Updating supplier records

Our purchasing processes

A Purchase Order is a must prior to supplying goods/services to ensure that they are relevant, checked, and approved. NEC has a strict NO PO - NO PAY policy - this Policy is designed in accordance with NEC Group Code of Conduct to make sure that all expenditure is properly authorised throughout the organisation and is recorded correctly. It is also designed to support the timely, accurate and valid payment by Accounts Payable.

Purchase Orders contain the following information:

- Purchase Order number (this must be referenced on all invoices and delivery notes)
- NEC Billing Address
- Description of goods or services required and the agreed purchase price
- Shipping instructions (if applicable)
- Our Purchase Order terms and conditions

- Any special requirements if not already stated in the contract (e.g., request to provide evidence of certifications).

If you have any queries regarding the content, price, or structure of the Purchase Order, please contact NECA.Purchasing@nec.com.au (prior to issuing an invoice or delivery of goods)

Exclusions to PR-PO

NEC will accept an invoice without a supporting PO for the following types of expenditure:

- Utilities (water, energy, gas);
- Miscellaneous taxes;
- Rents, rates and leases;
- Insurance renewals and claims;
- Direct debit and standing orders;
- Stationary (if stationary catalogue is implemented);
- Postage;
- Fixed and mobile phone bills;
- Catering for office-based meetings and events;
- Fuel cards;
- Parcel/Courier services and local freight charges;
- Warehousing;
- Recurring business and membership subscriptions (newspapers and technical subscriptions, professional memberships);
- External audit, tax and related professional fees;
- NECJ and NEC Singapore initiated expenses (e.g., management fees)

Invoicing process

The Invoices Processing Policy ensures that NEC only pays for goods and services which have been properly ordered and authorised.

All supplier invoices are to be emailed to APIInvoices@nec.com.au

Invoices received without a current valid PO number or incorrect PO reference, will be returned unpaid to the supplier.

The supplier will be advised to contact their NEC contact who requested the goods or service so they can get the correct PO information.

Payment terms and process

NEC Australia (NECA) standardised to a month end payment run. NEC will process payment for all correctly rendered invoices in accordance with our 30 Days End of Month payment term. Please note Suppliers need to send their invoices on the date of issue to the correct email address. Incorrectly issued invoices and/or invoices received late will delay the payments. The timeline is calculated from the date of receipt of a correctly rendered invoice.

For example, if the initial invoice was sent on the 29th March 2021 and is incorrect, then we will wait for the correct invoice to be sent through. If the correct invoice is received on the 1st April 2021, then NEC will pay the invoice 30 days from end of the month of April. You will receive your payment at the end of May 2021.

A correctly rendered invoice must include the following,

- NEC Purchase Order (PO) number
- Description of the services and correct charges that match the line items in NEC's PO
- Proof of delivery (POD) is required for goods & services
- Supplier's name, trading address and Banking details
- Supplier's ABN number (that's registered with NEC)
- Please allow two working days from end of month for the payment to land.

To ensure smooth processing and timely payment of your invoices, we would like to remind you of the NEC Accounts Payable email addresses and their purposes.

Email Address	Purpose	Comments
APIInvoices@nec.com.au	Receipt of invoices for payment processing only	Only invoices to be sent here in valid format (.doc .docx .pdf .tiff .xls .xlsx .tif .zip. xps) *mailbox not monitored for queries
Accounts.Payable@nec.com.au	Receipt of Statements of Account and payment status updates/queries	To manage incoming queries related to Accounts Payable.

An invoice or credit memo will be unpaid if it does not meet required conditions. The most common reasons are:

- Purchase Order number is not referred to, or is incorrect
- More than one Purchase Order is referenced on the invoice
- The document is not submitted in valid format (refer table above)
- A credit memo does not contain the correct information (e.g., does not match the original invoice number or PO number)
- The NEC Business Contact rejects it because of goods not received, price discrepancy or wrong goods shipped/service not complete.
- Duplicate invoice or credit memos
- Incorrect TAX information
- ABN mismatch with PO and the supplier account
- Incomplete/incorrect invoice
- Not a legitimate tax invoice
- Credit and debits included within the same document.

If there are any problems such as these, invoices will be returned to the address stipulated in the supplier record.

Updating supplier record

It is the responsibility of the supplier to notify NEC of any updates to be made to our supplier records (e.g., email address, banking details, contact point). To update your records with us, communicate with your Business point of contact at NEC who can submit any changes on your behalf or email to us at NECA.Purchasing@nec.com.au.

*Changes will be made subject to our independent verification being successful.