

Dear Sir or Madam,

To ensure that you are paid correctl, we would like to point out that the terms & conditions of Spot Buy Center bv clearly state that no invoices will be accepted without the correct purchase order (PO) number.

This means that if you send us an invoice without receiving our official purchase order (PO) first, your invoice will not be accepted.

In all cases, a valid purchase order must always be quoted when invoicing Spot Buy Center.

Please ensure that you always receive a purchase order from Spot Buy Center bv before performing any services or providing any goods.

Once a purchase request (which is normally based on your offer) has been approved, the purchase order will be sent to your company by email in PDF format. This purchase order number must always be mentioned on your invoices, which should preferably be sent by email to [finance@spotbuycenter.com](mailto:finance@spotbuycenter.com).

We would like to emphasize that Spot Buy Center bv will not pay for the delivery of any goods and provided services unless a purchase order has been issued, and that you cannot claim payment based on a verbal agreement or any other form of communication.

No PO means no pay.

Thank you for your understanding and cooperation.

If you have any questions related to this information, please do not hesitate to contact your regular contact person within Spot Buy Center bv.

Kind regards



Tom Ceulemans  
Partner