

Dear Supplier

As part of Nomad Food Europe's ambition to improve how we process your invoices and to ensure we always pay you on time, we operate a **"No PO = No Pay" Policy** for all purchases made on behalf of our company.

The policy requires all purchases made by Nomad Foods Europe Ltd to have a valid Purchase Order raised and issued to our supplier **prior** to any goods or services being provided by them.

Please ensure that whenever you receive an order from our business, that you have a valid Purchase Order provided to you **before** any commitment to fulfil the request, and the Purchase Order number is clearly stated on any related invoice(s) issued to Nomad Food Europe Ltd.

## What does this mean?

**Please note any invoices received without a valid purchase order number will be rejected and not processed for payment. In this instance, you should request a PO number from your Nomad buyer/customer and re-issue the invoice with the correct PO and appropriate date.**

Similarly, we will be **unable to accept any invoices that are quoting retrospective Purchase Orders**. This is where a PO has been raised **after** the date stated on the invoice. These invoices will also be rejected back to our suppliers and a request to re-issue the invoice with a **corrected date**.

Should you have any questions or concerns in relation to this change, **please contact your Buyer/relationship manager**.

Best Wishes



Cyrille Desbazeille  
Chief Procurement Officer

