

Włocławek, 20.01.2016

Dear Sir/Madam,

We would like to kindly inform you that ANWIL S.A. has been covered by the centralisation process of financial operations related to purchases of goods and services. Such settlements are performed by ORLEN Centrum Usług Korporacyjnych Sp. z o.o. on behalf of the company.

Therefore, from **01.02.2016** all invoices must contain data which will allow for **unambiguous identification of organisation purchasing in ANWIL S.A.**, i.e. the following information:

- **contract/ agreement / order number – obligatory** for all invoices carried out under the contract,
- **organisation name or full name of ordering person – obligatory** for invoices which does not apply to deliveries carried out under the contract.

Additionally, we would like to ask you to **send invoices**:

- in the form of one sided printing, on uniform, preferably white paper,
 - completed in typescript, without manual entries, unnecessary stamps and dirt,
- because the invoices will be scanned and intelligently read, whereas the above-mentioned elements will affect the quality in which the contents included in the invoice will be interpreted.

Please send the invoices to the following address:

ORLEN Centrum Usług Korporacyjnych Sp. z o.o.
ul. Łukasiewicza 39
09-400 PŁOCK

in an envelope with a note "INVOICE". Please include in this envelope, apart from the invoice, **annexes** confirming delivery / receipt of the invoice subject (e.g. acceptance document) or specification to the invoice.

All above-mentioned guidelines are of key importance for us, because it will facilitate the identification of invoices from a huge number of letters and streamline their approval, accounting and timely payment which will undoubtedly become a benefit for you.

We would like to kindly ask you to prepare to the above-mentioned changes related to correspondence, in particular to add to your IT systems correspondence address and new data required on the invoice.

Additionally, we would like to inform that invoices which will not comply with the above requirements and will not be sent to the address indicated, will not be substantively examined, and thus the amount due will not be paid.

Yours faithfully,

DIRECTOR of PURCHASING



Anna Waszkiewicz

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