

Becoming a Business Partner for Indirect Materials & Services

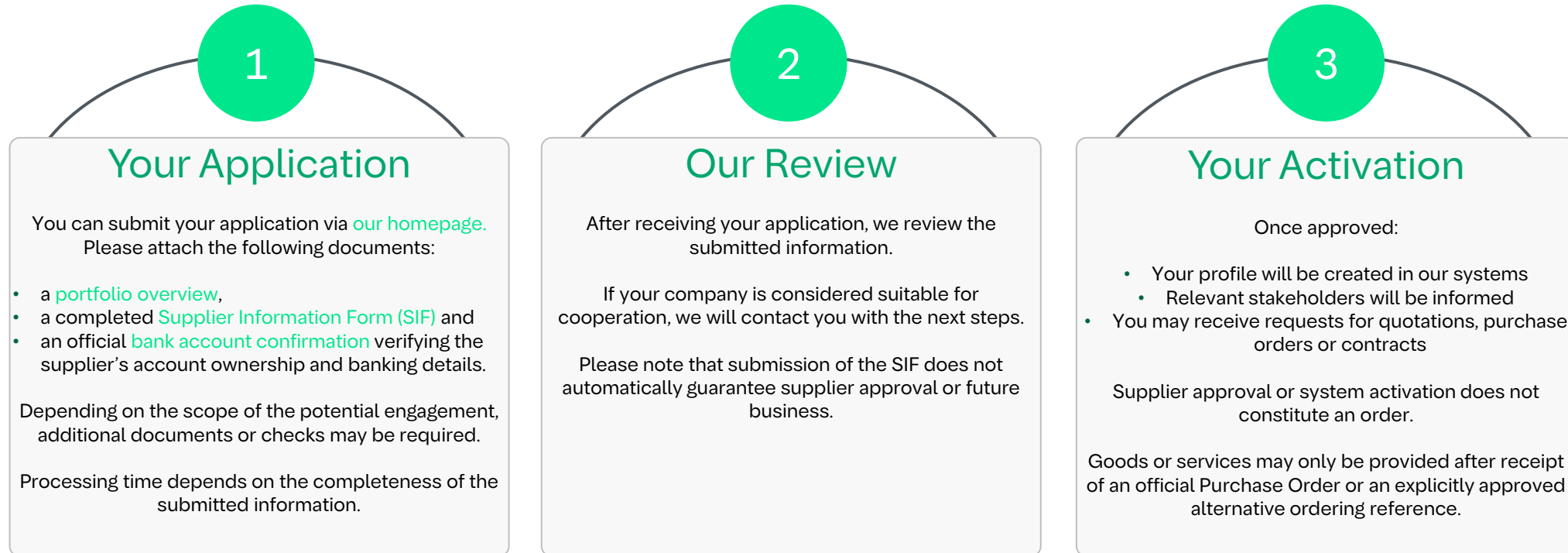
Thank you for your interest in working with us.

This guide explains our [onboarding process](#), [purchasing requirements](#) and [key contacts](#). Our goal is to ensure a transparent and efficient collaboration from the beginning.



Onboarding Process | Purchasing Requirements | Key Contacts

To ensure a transparent and compliant onboarding process, please follow the steps below to become an approved supplier partner.



What we expect from you

- ✓ Compliance with applicable laws and our Supplier Code of Conduct
- ✓ Complete, accurate, and up-to-date company and banking information
- ✓ No work or delivery without an official PO or explicitly approved alternative reference
- ✓ Timely order confirmation and immediate communication of deviations
 - ✓ Invoices that match the relevant order
- ✓ Proactive communication if ownership, bank details, tax data, or key contacts change

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To ensure efficient cooperation and timely payment, please follow the process below for all orders, services and invoices.

1. Ordering

Do not begin any work without an official order.

The Purchase Order contains important information such as:

- **Purchase Order (PO) number**
- **Scope** of work or materials
- **Prices, commercial terms and delivery details**
- Responsible **contact person**

If an exception to the PO process has been explicitly approved, you will receive an alternative **billing reference**, consisting of the **requester's name and cost center**.

Services or deliveries performed without a PO number or an alternative billing reference may not be accepted or paid.

2. Order Confirmation

Please review every Purchase Order carefully.

An order confirmation must be sent within **3 business days** after receipt of the PO.

The confirmation should include:

- **PO number or Requester + Cost Center**
- Confirmation of **scope and pricing**
- Expected delivery or service **date**

Any deviations must be **communicated immediately**.

3. Invoicing

To ensure payment, **invoices must meet our invoicing requirements.**

- Invoices are submitted in **PDF format** only
- Only **one attachment for each invoice** (incl. all supporting documents where required)
 - Invoice is sent **via e-mail**
 - The correct **legal entity** is billed
- The correct **PO number** is included on the invoice
- For orders without a PO number, the **requester name and cost center** must be referenced
 - **Line items** on the invoice **must match** the corresponding order line items

Services exceeding the approved order value require prior written approval from Procurement.

4. Invoice Return Policy

Invoices **not** complying with our requirements may be **rejected and returned**.

Invoice Format Issues

- Multiple attachments for one invoice process
- Non-PDF invoice formats
- Hyperlinks to invoices instead of attachments
- Duplicate invoices

Invoice Content Issues

- Missing legal or tax requirements
- Missing PO number
- Missing requester or cost center reference (where no PO exists)
- Incorrect billing entity
- Invoice details not matching the Purchase Order

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To support efficient communication, please use the appropriate contact channels below.

Legal Entity	MB Energy GmbH & Co. KG	MB Energy GmbH	enport GmbH	enport Tanklager Waltershof GmbH & Co. KG
Billing Address	Am Strandkai 1 20457 Hamburg			
VAT Number	DE171614522	DE811120420	DE811170700	DE280331888
Contact for Orders & Order Confirmations	procurement@mbenergy.com			
Submit Invoices To	invoice-germany@mbenergy.com			
Submit Invoice Status Queries To	accounts-payables@mbenergy.com			