

17 November 2021

Upcoming legal entity changes to Icopal AB and/or Monier Roofing AB and new process regarding purchasing orders and payment of invoices.

Dear valued Supplier,

Following the evolution of our business under the BMI Group brand for manufactured roofing systems we are taking steps to evolve our business by implementing a new BMI Enterprise Resource Planning System as well as a new legal entities structure.

The purpose of this communication is to provide you with information related to these changes.

The following changes will take place on the 1st of January 2022 and we will work with you to ensure a smooth transition.

Change 1: Legal Entity

As an existing supplier, your engagement will be transferred as follows:

BMI Legal Entity			
Name	BMI Sverige AB	BMI Produktion Sverige AB	BMI Group Operations Sàrl
VAT No.	SE556013070901	SE556714656701	SE502081907301
Registration No.	556013-0709	556714 - 6567	B122155
Registered Office	Box 848, 201 80 Malmö, Sweden	Hyllie Boulevard 34 215 32 Malmö, Sweden	2b Rue Albert Borschette, L- 1246 Luxembourg
Email address Accounts payable BMI	apinvoice.se@sap.bmigroup.com	apinvoice.se@sap.bmigroup.com	apinvoice.se@sap.bmigroup.com

All rights and obligations under the agreement which you hold with the current BMI legal entity will be transferred to BMI Sverige AB and you shall deal with BMI Sverige AB in respect of any rights, obligations or claims existing or arising under the current agreement on or after the 1st of January 2022.

BMI Sverige AB will be bound by the terms of the agreement in every way as if it was the original party to it in place of the current legal entity and BMI Sverige AB will assume full responsibility for the performance of the current legal entity's obligations under the agreement from the 1st of January 2022 including payment of your invoices.

Please ensure you create ALL customers accounts in your system to ensure invoicing is aligned with the purchase orders.

Change 2: No PO No Pay

BMI Group is implementing a new process regarding purchase orders (PO) and payment of invoices.

- Ensuring you have a PO before supplying the goods and service will ensure a full commitment from BMI. This will drive efficiency and improve the invoicing and payment process.
- This will also improve your experience with less queries on invoices and payments, as your invoices will match with your PO in our system and thus ensure you are Paid on Time.

From January 2022, as per our “No PO, No Pay” policy, no payment will be made without complying with the following requirements:

- A valid Purchase Order number from one of the BMI entities listed above should be quoted on your invoice.
- Your invoice must be addressed to the BMI legal entity mentioned in your Purchase Order.
- Your invoices must be submitted electronically to the relevant email address listed above in PDF format individually, unless you are/ will be EDI enabled for invoicing.
- The invoice must be sent in PDF format and The invoice must be shown on the first page, followed by any supporting documentation. (PDF invoices cannot exceed 1MB).
- Hard copy postal invoices will not be accepted or processed.

We also remind you that unless agreed otherwise, our standard payment terms should be at 75 Net days as documented on our terms and conditions.

Until these changes are implemented you will continue to operate as per our current course of business.

*****Important*****: Please cascade this information to whomever is concerned within your organisation including, but not limited to, your *Accounts Receivable* department.

Change 3: New office postal address

From 1st 1 january 2022 we are moving to a new location. Please note our new address:
BMI Sverige AB
Hyllie Boulevard 34, 21532 Malmö
Sweden

If you have any questions related to this communication, please contact the following support channels:

- Visit our online vendor support page: <https://bmisverige.se/leverantorssupport> to view Frequently Asked Questions and the Terms and Conditions of Purchase.
- Reach out to your current BMI contact person.

We appreciate your support and look forward to continued business with you.

Richard Stewart

Director of Procurement