

Monterrey, NL. Mexico  
October 2020

Dear Partner,

In order to provide better service and to avoid delays in the payment of your bills please take into consideration bellow instructions:

**1. Your Invoices must be sent to:**

- luciano.delossantos@europartners.com.mx
- Europartners' operative person in charge
- bill.pay@europartners.com.mx
- paymentsia@europartners.com.mx

**2. Your invoice must include as reference the Disbursement Number (EP-PRO).**

2.1. This reference starts with EP-PRO and 6 additional numbers.

Example: *EP-PRO-175538*

- a. This reference is the payment authorization confirmed by operative person in charge. Accounts Payable cannot confirm any payment without having the correct EP-PRO.
- b. Operative person in charge should provide EP-PRO no later than 48hs after pre-alert received.
- c. In case you don't receive this reference in this time frame, you can proceed to bill including operative name as reference.
- d. For additional invoices to be added for same shipment, you must request a new EP-PRO reference. EP-PRO can't be duplicated for different invoices.

**3. Statement of account must be sent weekly, directly to your Accounts Payable Executive, including all generated invoices to Europartners.**

**4. In case of disputes this should be solved directly between our operative teams. Payment of disputed invoices will be put on hold until dispute is solved.**

We'll appreciate your cooperation for our mutual benefit.

Sincerely,

Luciano De los Santos  
Accounts Payable and Receivable  
International Agents