



## Purchasing

### Supplier Guidelines

Accurate and timely payment of invoices

Dear Supplier:

Sealed Air is committed to working with you to achieve on time accurate payment for all invoices. These guidelines will help clarify and define our standard payment terms and process. Following these guidelines will ensure accurate and timely payment of your invoices:

- Our Terms and Conditions apply unless specifically listed contrary terms are in writing on the front of each purchase order (PO). Please visit us at [www.sealedair.com/suppliercenter](http://www.sealedair.com/suppliercenter) for more details.
- Our Standard Payment Terms are different in every region we operate, due to local regulations and/or business practices.
- Our preferred payment method is electronic funds transfer (EFT, ACH, CTX, and Xign) wherever possible. Asian suppliers should contact their local buyer for payment details.
- All invoices need to be sent to the "bill to" address shown on each Purchase Order and depending on the region and country please email your invoice as a PDF file to the following address:
  - **NA** - [vendor.invoices@sealedair.com](mailto:vendor.invoices@sealedair.com)
  - **Australia & New Zealand** - [sealedair.accounts.ap@sealedair.com](mailto:sealedair.accounts.ap@sealedair.com)
  - **EMEA & Latin America** – please visit us at [www.sealedair.com/supplierscenter](http://www.sealedair.com/supplierscenter) then "Contact us" for a full list of email addresses in the countries we operate
- When an invoice is received we start the "three way match" process (3WM) whereby we compare your invoice dollar amounts and quantities to those on the Purchase Order and the Goods Receipt (GR) slip; if there is a perfect 3WM, Sealed Air will calculate the days of credit from the date of receipt of goods or date of receipt of invoice, whichever is later and proceed to make the payment. Payments are run every week for payments in local currency and bi-weekly for foreign currencies. If there is a discrepancy or error on the invoice, the days of credit will be calculated from the day the error or discrepancy is resolved.
- Non-PO invoices require 2 internal approvals for payment.
- An invoice can be rejected for missing or incorrect data. We will not pay for any shipment without an invoice. If you have questions you must address these to the person who placed the order.
- Each PO should be carefully reviewed as the terms specified are the conditions we will use to pay the invoice. If there are any discrepancies, please notify the buyer immediately to discuss amending the PO.
- Unless otherwise specified, the price set forth on the PO will include all charges, no extra charges of any kind will be allowed unless previously agreed to in writing and included on the PO.
- Please contact your buyer regarding freight charges since there are special price conditions that may need to be revised.
- Invoice amounts and quantities must match those on the PO, as well as the GR amounts and quantities (such amounts can not be more than 2 decimal positions).
- If Sealed Air's part number is listed on the PO it must be listed on the invoice.
- The PO number must appear on the invoice and must match.
- If you supply based on a PO, the line item number on the invoice must match the line item number on the PO; if the invoice consolidates line items we will reject the invoice.

If you do not agree with anything on the purchase order you have two options:

1. Please immediately contact the person who placed the order
2. Reject the purchase order

Thank you for your business.