



Alstef Group

Purchasing Policy

13 February 2024

Dear Suppliers,

The intention of this letter is to inform our valued suppliers about Alstef Group ("Alstef")'s Purchasing Policy and Procedure regarding Purchase Orders.

Alstef requires that all orders have a purchase order number before shipment of the product or before rendering any work, assignments, and services that Alstef orders from suppliers.

A packing slip is required with each shipment. Supplier's packing slips and invoices must reference the purchase order number.

Alstef's Purchasing Policy has been widely communicated internally. Please make sure that you as a supplier always ask Alstef to initiate a Purchase Order for request product, work, assignments, and services.

For your information, when a Purchase Order is approved internally it will be sent as attached PDF file by e-mail to your company.

Invoices that are received without Purchase Order information may NOT be paid by Alstef and will be returned to the supplier.

All orders must be delivered to the appropriate Alstef appointed location indicated on the Purchase Order.

We thank you for your cooperation.

If you have any questions regarding this policy, please contact Alstef.

Sincerely

John Wang, Procurement Manager

Alstef APAC

