

Maputo, August 01st, 2022

The purpose of this Communication is to advise you that DP World Maputo will be strictly enforcing its policy that all works, projects, goods and services ordered from our external suppliers must be based on an approved Purchase Order (PO).

DP WORLD has a strict **"No PO, No Pay"** policy that has been widely communicated, which means that referencing a purchase order is mandatory when invoicing.

Please make sure that when you supply, always:

- 1. Ensure that you have received a PO when asked to initiate any work**
- 2. POs are only issued and shared by the DP World Maputo Procurement Department**
- 3. Without a PO, the supplier is taking the risk that it may not be paid for goods or services provided.**

For your information, when a PO is approved internally it will be sent as a **pdf via e-mail** and through our system's notification to the contact provided by your company.

As a reminder, it is your company's obligation to ensure all contact information provided is accurate, and kept updated.

This policy has clear benefits for both DP World and our suppliers.

The pre-approval process gives the supplier an assurance that the order has been approved by Management before the order reaches you.

It also ensures that a supplier receives all the necessary invoice information which minimizes the risk of extra administration and payment interruptions.

Without further due, we thank you in advance for your collaboration.

Best Regards,



Sonia Freire
Procurement Manager
Sonia.freire@dpworld.com

Head Office

DP World, 5th Floor, JAFZA 17, Jebel Ali Free Zone
PO Box 17000, Dubai – U.A.E.
T: +971 4 8811110, F: +971 4 8811344
dpworld.com