

Dear Unilever Suppliers,

We are very delighted to welcome you to be a supplier of Unilever!

Currently, all invoices issued to Unilever should be submitted through Unilever Supplier Platform. Please kindly find below process for invoice and supporting documents submission.

Unilever Supplier Platform is designed by Unilever and constructed by Anhui Aisino Technology Ltd. There are two models for you to submit invoices, and the relevant cost of account maintenance and user training will be charged to you by Anhui Aisino Technology Ltd.

- **Model 1** In-direct connection: Service fee 280 RMB/year. This is to relate your e-invoices with the PO information and trigger online GRC process.
- **Model 2** Direct connection: Invoice issuance connecting service fee 2000 RMB/year, plus basic service fee 280 RMB/year, the total amount is 2280 RMB/year. This model is to issue e-invoice directly via Unilever Supplier Platform.

*Above fees are tax inclusive. The separate service contract will be signed between your Company and Anhui Aisino Technology Ltd, and the service fee will be charged by Aisino.

Unilever Supplier Platform can greatly improve suppliers' experience with user-friendly process, efficient workflow and minimal manual work. It provides auto online GR confirmation function and generates IIS form (invoice information form) automatically.

Please find the contact information below to request for platform ID and training materials to submit invoice:

Contact Name: Yang Shulong

Email: ah.yangshulong@aisino.com

Telephone: 189 1966 0253

Aisino customer service line: 0551-95113

Notice:

If your Company issues paper invoice, the invoices need to be connected to the PO via Supplier Platform. Then, please print out the IIS form (invoice information form) generated by the platform and courier the IIS form and paper invoice to Unilever Paper Invoice Process Center:

Address: No.38 Liu Ming Road, Putuo District, Shanghai

Contact: Iron Mountain Archival Unilever AP Center or 'Mailbox UL258'

Telephone: +86-021-5605 5028*601

If you have any queries, please contact Unilever AP team: 400 888 0274.

Thanks for your cooperation.

Unilever AP team