



Langreo , 25th January 2018

## Shared Service Center Europe

Dears,

Following an internal re-organisation of our group-wide accounting setup, we would like to inform you that our contact details have changed. As a valued supplier of **Vesuvius Ibérica Refractorios S.A.**, we would like to ensure that you have our correct contact information, so please make note of the changes below.

As of **February 19<sup>th</sup>, 2018** we kindly ask you to send all future invoices in pdf format attached to email to the following address: [es.apinvoicing@vesuvius.com](mailto:es.apinvoicing@vesuvius.com). Please, note that just one invoice (with supporting documentation) can be per one e-mail, and send to the DFM mailbox.

Please, note that this mailbox should be only used for sending pdf invoices. In case of questions about payments or invoices, please send your enquires to: [es.laptp@vesuvius.com](mailto:es.laptp@vesuvius.com) or by phone: 004812299122.

It is very important to know that from 19<sup>th</sup> February, paper invoices will not be accepted.

Purchase orders will be sent, as usual, from same address: [purchasing.la@vesuvius.com](mailto:purchasing.la@vesuvius.com), where you can consult all your questions or by phone : 0048122991969.

Those suppliers with access to Tradeshift, to manage purchase orders and invoices, will continue working without any change.

We would like to take this opportunity to thank you for your cooperation, which has contributed to improve our accounting processes. We greatly appreciate your patience and understanding.

Please feel free to contact sender directly with any questions related to this announcement.

Best regards,

Carmen G. Berenguer  
Purchasing Manager