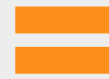




Engagement from Suppliers to follow Criteo invoice charter



Engagement from Criteo to reduce administrative delays and increase invoice treatment quality



Invoices paid on time and with more efficiency for Criteo and its Suppliers

Criteo – Accounts Payable
Paris, December, 1st 2017

Dear Supplier,

Below, you will find our **Invoice Charter**. The objective of this Charter is to enhance and accelerate the treatment of your invoices.

Your commitment to fulfil these rules will simplify and secure our payment process.

Also, please complete the attached Vendor Information Form to ensure that our Vendor Master Data is up to date so that we can process your invoices correctly.

Could you please send us the required information (detailed in the last page), within the next 2 weeks, through our supplier e-mail addresses?

Please do not hesitate to contact us should you have any questions or remarks about this document.

Kind regards,

Sandra Magry

Accounts Payable Manager
32, rue Blanche 75009 Paris



Engagement from Suppliers to follow Criteo invoice charter



Engagement from Criteo to reduce administrative delays and increase invoice treatment quality



Invoices paid on time and with more efficiency for Criteo and its Suppliers

The purpose of this invoice charter is to present a few rules that will facilitate administrative exchanges between Criteo and its suppliers in order to secure and speed up the invoice payment process.

1. When to send the invoice ?

The invoice should be sent to Criteo with a maximum delay of 48 hours after the invoice date.

2. What information to put on the invoice ?

Beyond all legal obligations, all invoices should at least contain the following information, otherwise it will be returned to you and we will not be able to process it in a timely manner.

- Correct Invoiced entity
- Correct Invoiced entity address
- Correct description of the period to which the invoice is related

3. How to present the invoice ?

As we are now using scanners in order to speed up our invoice processing, we would like to ask you to follow these rules :

- The invoice should not contain any staples
- The invoice should not be double-sided

Also, all invoices should be presented on Header Letter with information related to your company (company name, company address, bank details...)

4. Where to send your invoice ?

We request that you send us only one copy of the invoice either by e-mail (preferred method) or by paper.

Depending on the entity you are invoicing, please send your invoice to the appropriate address as follows :

Invoiced entity	E-mail addresses, for those of you who send pdf invoices per e-mail (preferred)	Mail boxes, for those of you who send paper invoices
Criteo LTD	supplieruk@criteo.com	Criteo LTD – Accounts Payable 10 Bloomsbury Way, London WC1A 2SH, United-Kingdom VAT: 972 1545 14
<u>Related countries</u> : <i>United Kingdom, Gibraltar, Guernsey, Isle of Man, Jersey</i>		
Currency: <i>GBP</i>		
Criteo CORP	supplierus@criteo.com	Criteo CORP – Accounts Payable 387 Park Ave South, 12th Floor New York, NY 10016, USA EIN : 27-0460745
<u>Related countries</u> : <i>United States, Argentina, Bahamas, Bolivia, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, El Salvador, Trinidad and Tobago, Uruguay, Venezuela</i>		
Currency: <i>USD</i>		
Criteo SAS	supplierfrance@criteo.com	Criteo France – Accounts Payable 32, rue Blanche - 75009 Paris, France VAT: FR 62 520 843 780
<u>Related countries</u> : <i>France, Ireland, Switzerland, Andorra, Holy See, Monaco, San Marino, French Polynesia, New Caledonia</i>		
Currency: <i>EUR</i>		
Criteo GmbH	suppliergmbh@criteo.com	Criteo GmbH – Accounts Payable Gewürzmühlstr. 11 80538 Munich, Germany VAT: DE 815180229
<u>Related countries</u> : <i>Germany, Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Greece, Hungary, Israel, Liechtenstein, Macedonia, Malta, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia</i>		
Currency: <i>EUR</i>		
Criteo BV	supplierbv@criteo.com	Criteo BV – Accounts Payable Herengracht 124-128 1015 BT Amsterdam, The Netherlands VAT: NL850 4581 09 B 01
<u>Related countries</u> : <i>Belgium, Luxembourg, Netherlands</i>		
Currency: <i>EUR</i>		

Invoiced entity	E-mail addresses, for those of you who send pdf invoices per e-mail (preferred)	Mail boxes, for those of you who send paper invoices
Criteo España S.L.	suppliermadrid@criteo.com	Criteo España S.L. – Accounts Payable Calle Goya 24, Nuñez de Balboa 33 28001 Madrid NIF : B87086559
<u>Related countries</u> : Spain, Portugal		
Currency: EUR		
Criteo Nordics	suppliernordics@criteo.com	Criteo Nordics – Accounts Payable Sveavägen 9, 111 57 Stockholm, Sweden VAT : SE516407-033501
<u>Related countries</u> : Denmark, Estonia, Finland, Iceland, Lithuania, Latvia, Norway, Sweden, Faroe Islands, Greenland, Svalbard and Jan Mayen		
Currency: SEK		
Criteo do Brasil	supplierbrazil@criteo.com	Criteo do Brasil – A/C Contas a Pagar 6th Floor 1017 Renato St, Paes De Barros São Paulo, Brazil 04530-001 Company n°: 13.383.911/0001-97
<u>Related country</u> : Brazil		
Currency: BRL (Domestic), USD (Foreign)		
Criteo Korea	supplierkorea@criteo.com	Criteo Korea – Accounts Payable 8th Floor - Shindeok Bldg, 343 Gangnamdaero Seocho-gu 137-858 - Seoul VAT : 120-84-10118
<u>Related country</u> : Republic of Korea		
Currency: KRW (Domestic), USD (Foreign)		
Criteo KK	supplierjapan@criteo.com	Criteo KK – Accounts Payable 26 Floor Yebisu Garden Place Tower 4-20-3 Ebisu Shibuya-ku Tokyo 150-6026 – Japan Tax number : 00149220
<u>Related country</u> : Japan		
Currency: JPY		

Invoiced entity	E-mail addresses, for those of you who send pdf invoices per e-mail (preferred)	Mail boxes, for those of you who send paper invoices
Criteo Advertising (Beijing) Co., Ltd.	supplierchina@criteo.com	Criteo Advertising (Beijing) Co Ltd, 1509 Floor 15, Raycom Tower B No. 2 KeXueYuan South Road. Haidian District 100086 Beijing, China Registration No : 110000450239471
<u>Related country</u> : China		
Currency: CNY (Domestic), USD (Foreign)		
Criteo LLC	supplierrussia@criteo.com	Criteo Russia – Accounts Payable 9 Lesnaya St. Moscow – 125047 OGRN : 1147746292594
<u>Related countries</u> : Russian Federation, Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Ukraine, Uzbekistan		
Currency: RUB		
Criteo MEA FZ LLC	supplierdubai@criteo.com	Criteo MEA FZ LLC GBS Building 6th Floor Al Falak Street, Media City P.O. Box 502320 Dubai, United Arab Emirates Tax number : 92879
<u>Related countries</u> : United Arab Emirates, Afghanistan, Algeria, Angola, Bahrain, Botswana, Cameroon, Congo, Côte d'Ivoire, Egypt, Ethiopia, Gabon, Ghana, Iraq, Jordan, Kenya, Kuwait, Lebanon, Lybia, Madagascar, Mauritius, Morocco, Mozambique, Namibia, Nigeria, Oman, Qatar, Rwanda, Saudi Arabia, Senegal, South Africa, Swaziland, Tanzania, Tunisia, Uganda, Yemen, Zambia, Zimbabwe		
Currency: USD		
Criteo Reklamcılık Hizmetleri ve Ticaret A.Ş.	supplierturkey@criteo.com	Criteo Reklamcılık Hizmetleri ve Ticaret A.S Apa Giz Plaza, Buyukdere cad. No: 191 Zemin Kat 46-48 34330 Sisli/Istanbul Tax Office: Zincirlikuyu V.D. Tax No: 215 026 3574
<u>Related country</u> : Turkey		
Currency: TRY		

Invoiced entity	E-mail addresses, for those of you who send pdf invoices per e-mail (preferred)	Mail boxes, for those of you who send paper invoices
Criteo Singapore PTE LTD	suppliersingapore@criteo.com	Criteo Singapore PTE LTD – Accounts Payable 138 Market Street #34-01/02 CapitaGreen Singapore 048946 Company number : 201325383K
<u>Related countries</u> : Singapore, Brunei Darussalam, Cambodia, Hong Kong, Indonesia, Lao People's Democratic Republic, Macao, Malaysia, Mongolia, Myanmar, Pakistan, Philippines, Taiwan, Thailand, Viet Nam		
Currency: USD		
Criteo Canada CORP.	suppliercanada@criteo.com	Criteo Canada CORP 500 King Street West, 3rd Floor Toronto, Ontario, M5V 1L9 Business number : 824131569RC001
<u>Related country</u> : Canada		
Currency: CAD		
Criteo PTY	supplieraustralia@criteo.com	Criteo PTY – Accounts Payable Suite 426 (Lv4), 5 Lime Street, King Street Wharf NSW 2000 Sydney – Australia TFN : 927 385 397
<u>Related countries</u> : Australia, New Zealand		
Currency : AUD		
Criteo SRL	supplieritaly@criteo.com	Criteo SRL Piazza Arcole 4 20143 Milano VAT : IT07608860966
<u>Related country</u> : Italy		
Currency : EUR		
Criteo India Private Limited	supplierindia@criteo.com	Criteo India Private Limited The Executive Centre, Level 18 One Horizon Center, Golf Course Road DLF Phase-V Sector-43 Gurgaon-122002 Haryana – India PAN Number : AAGCC4767R
<u>Related countries</u> : India, Bangladesh, Bhutan, Maldives, Nepal, Sri Lanka		
Currencies : INR, USD		

5. Other information to be communicated to the Accounting Team

The update of our Vendor Master Data is also key to ensure that we process your invoices in a timely manner. You will find below the summary of the information that we need.

Please remember that you should inform the Accounting Team if any of this information changes.

In order to secure that our Vendor Master Data is currently up to date, could you please send us back this information, within the next 2 weeks, through our e-mail addresses :

Information		Value
General Vendor information	Company name	
	Company address (Street, House number, City, PO Box, Postal Code, Country, Region)	
	Language	
Tax related information ***Please Provide W9 form for US suppliers***	Tax jurisdiction (country)	
	Company registration number	
	All relevant taxation numbers and type (eg: VAT, EIN, SSN, CNPJ, GST...)	
Invoicing data	Criteo Legal entitie(s) invoiced	
	Currency of invoice	
	CRITEO standard payment terms	60 days
	Negotiated payment terms	
	Justification for non standard payment terms	
Contacts	Business contact name, telephone and e-mail	
	Accounting or Accounts Receivable contact name, telephone and e-mail	
	Criteo Business contact	
Bank details *** Please provide at this template fulfilled AND a copy of you Bank Account Information***	Beneficiary name	
	Bank name	
	Bank address	
	Bank key	
	IBAN code or Bank account number / account key	
	BIC / SWIFT code...	