



10/11/2024

Dear Supplier,

We hereby formally inform you of Agrana Fruit Mexico's payment policy, detailing the dates and requirements for our payment process.

Supplier Payment Policy

Agrana Fruit Mexico processes payments exclusively on Wednesdays, Thursdays and Fridays each week according to the following schedule:

- **Wednesdays:** Payments to farmers.
- **Thursdays:** Payments to suppliers in MXN.
- **Fridays:** Payments to suppliers in USD and EUR.

Note: These payments cover all invoices due by the immediately preceding Monday.

Supplier Payment Requirements

To ensure correct processing, the following conditions must be met:

- ✓ Invoice entered and verified in the system.
- ✓ No outstanding credit notes.
- ✓ Current on all payment supplements.
- ✓ Invoice must not be under quality-related hold.
- ✓ No outstanding documents or issues related to invoices.
- ✓ Payments are made only to bank accounts previously registered in our system.
- ✓ Foreign currency payments (USD or EUR): No payments are made during the last week of each month to avoid transactions staying in transit; these payments are deferred to the first full week of the following month.
- ✓ Payments to copackers: Payments are made on Thursdays each week. If the copacker owes any payment to Agrana, it must be made no later than the Friday of the same week in which the copacker receives payment. Otherwise, payments will be held until the account is settled, and failure to pay on time will require the copacker to pay in advance for the next six months.
- ✓ Month-End Closure: Agrana does not make payments to suppliers on the first business day of each month; in these cases, payments are shifted to the second business day of the month.

Annual Closures

Agrana has two annual closures, one for fiscal purposes and another for corporate year-end. During these periods, payments are delayed according to the following schedule:

December, Fiscal Year-End:	February, Financial Year-End:
Payments are paused during the last two weeks of December.	Payments are paused during the last two to three weeks of February (earlier confirmation).
Payments resume the first full week of January, including all amounts due per the policy.	Payments resume the first full week of March, including all amounts due per the policy.



Payment Confirmations

Each payment is confirmed via email, detailing the invoices and amounts paid. If you are not receiving these confirmations, please let us know so we can update your contact information.

Support Contacts

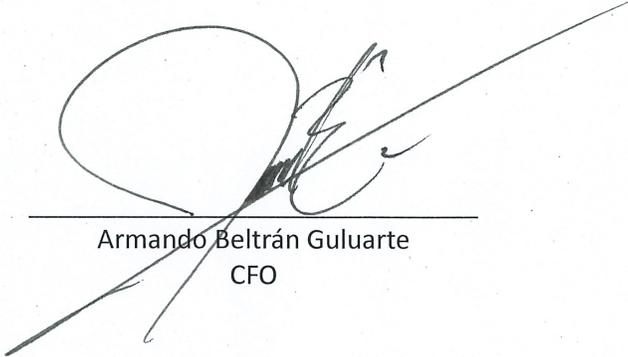
- **Itzel Romero, Treasury Analyst:** itzel.romero@agrana.com
 - Payment clarifications.
 - Access to the supplier portal.
 - Updating email addresses for payment confirmations.
- **Armando García, Accounts Payable Analyst:** josearmando.garcia@agrana.com
 - Supplier account reconciliation.
 - Invoice status (entry and verification).

Policy Updates

In case of any updates to this policy, prior notice will be given.



César Francisco Vázquez Alvarado
Gerente de Tesorería AFM



Armando Beltrán Guluarte
CFO