

PURCHASING PROCEDURE

Objective

This section aims to define the procedure for executing purchases and their entire related cycle, providing guidelines on deadlines and Purchase Order (PO) rejections.

PO Generation

As an internal procedure, Hanseatic Global Terminals requires compliance with timelines for the purchasing process, which states:

1. Before issuing an invoice, it is mandatory to ensure that the PO and its receipt are available.
2. If an invoice is issued with a date prior to the creation or receipt of the PO, it will be rejected.
3. At the time of invoice issuance, the PO number and its receipt must be provided to correctly issue the associated invoice.
4. If an invoice is issued without the information from the previous point, it will be rejected.
5. The invoice due date must match the payment terms agreed upon with the Hanseatic Global Terminals counterpart.
6. The company name entered on the invoice must match the party that created the PO (the beneficiary client).
7. Information such as: Tax ID (RUT), Address, City, County.

Non-compliance with any point previously mentioned in the document will cause delays in the process. Therefore, it is necessary to ensure that all involved parties are aware of this for correct execution and adherence to timelines.