



1 January 2021
Silvi Group Companies
355 Newbold Road
Fairless Hills, PA 19030

Dear Suppliers,

The purpose of this letter is to advise you that the Silvi Group Companies will be strictly enforcing its No PO – No Pay policy. Please ensure you always ask for a PO and receive an approved PO from Silvi before providing any goods or services. Without a PO, you are taking the risk that invoices may not be paid. For your information, when a PO is approved in our purchasing system, it will be sent as a PDF via e-mail to the contact provided by you.

Additionally, in order to make payments quickly and accurately and move to paperless processing, we request you email all invoices in electronic format (i.e. PDF/PNG/TIFF) to Silvi Accounts Payable at payables@silvi.com for processing in our payment system, you may CC your Silvi contact. Paper invoices should not be mailed or handed to employees.

All invoices must include a reference to the PO number and descriptions of goods and/or services provided. Full Purchase Order Terms and Conditions are included as the last pages of every purchase order.

This policy will benefit both Silvi and suppliers. Silvi will have visibility and approval authority over all purchases, and the supplier receives assurance that the invoice will be paid as per the PO. You will also have all of the necessary invoice information which minimizes the risk of delayed payments.

We thank you for working with us to improve the purchasing process.

Regards,

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