

“No Purchase Order (PO), No Pay Policy” Supplier Summary

No Purchase Order (PO), No Pay

Introduction

Effective 1 August 2026, Fresenius Medical Care’s “No PO, No Pay Policy” supports a controlled and efficient purchasing process by ensuring that all purchases receive the appropriate internal approval, invoices are processed efficiently and accurately, and payments are made on time and in accordance with agreed terms, with reduced manual effort.

What Does “No PO, No Pay Policy” Mean?

Under this policy, all goods and services procured from external suppliers must have an approved PO in place before providing goods and/or services.

Supplier Requirements (Effective 1 August 2026)

All suppliers are required to request and receive a PO from their Fresenius Medical Care (FME) business contact and to include the PO number on the invoice submitted for payment for goods and services accepted by Fresenius Medical Care. Invoices submitted **without a valid PO number will experience delays in payment** until the required PO information is provided and the invoice can be processed correctly. Fresenius Medical Care also reserves the right to reject invoices that are not supported by a valid PO.

Invoicing Submission Channels

To facilitate timely payments, Fresenius Medical Care encourages suppliers to submit invoices through the following channels, depending on the agreed set-up and local legal requirements:

1. **SAP Business Network (Ariba Network)** (where enabled)

Suppliers connected via the SAP Business Network are required to

submit invoices electronically through the platform, in line with the instructions provided within the network.

2. **Non-SAP Business Network Suppliers**

Submit PDF invoices by email using the invoice submission details provided in your Purchase Order or by your designated contact point at Fresenius Medical Care.

For suppliers submitting invoices in North America:

- **Manufacturing entities** (Company Code 0050 – RTG (Renal Products Technology)): submit your invoice to:

 0050APInvoices@freseniusmedicalcare.com

- **All other suppliers** submitting invoices for NA:
Please submit your invoice to:

 APInvoices@freseniusmedicalcare.com

3. **Government / e-Invoicing Portals** (where legally required)

In countries with mandatory e-invoicing regulations, invoices must be submitted via the relevant government portal in accordance with local legal requirements.

For more information on how to invoice us, please visit our **Invoicing & Payments section** on our supplier portal page located on our official FME website.

Business continuity & emergencies

In urgent situations where delaying goods or services would pose an immediate risk to safety, legal compliance, or business continuity, we want to ensure we can act quickly. If this occurs, you are authorized to provide goods and/or services based on direct confirmation from your Fresenius Medical

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Care contact. A formal PO remains mandatory and will be issued to you immediately following the event. You must include the PO number on any invoices to be submitted to the Fresenius Medical Care Accounts Payable team for payment processing.

Follow-up: If you do not receive a PO within two to three business days after an emergency request, please reach out to your Fresenius Medical Care contact to get the PO copy for invoice submissions.

Exceptions to the Policy

There are limited exceptions to the “No PO, No Pay policy” where invoices may be processed and paid without a Purchase Order. These exceptions apply only to approved non-PO (exempted) categories, which include, for example:

- **Government and regulatory related payments** (e.g. taxes, duties, public authorities)
- **Selected financial and legal services**
- **Selected travel, meetings, and event-related expenses**
- **Utilities and telecommunication services**
- **Selected logistics and transportation services**

If your invoice falls within one of these approved exempted categories, you may submit your invoice for payment without a PO number. Always check with your Fresenius Medical Care contact if you have any doubts.