

SUPPLIERS CIRCULAR n°010/11

Fontaneto d'Agogna, 2011-07-04

Our. ref. /gm/DAC_CIR_11010_2011-07-04_ENG_Purchasing Email Addresses

Subject: communication of new e-mail addresses.

F.A.O.: Sales Department.

We herewith inform you that, as part of the project of reorganization of Purchasing Department, from now on you will find available the following e-mail addresses, each one to be used for the specific documents as per the below detail:

1. OFFERS, COMMUNICATIONS, GENERAL DOCUMENTS:

acquisti.info@caleffi.it

The *Offers, Communications* and *General Documents*, if not otherwise specified by the requesting staff of CALEFFI SpA, have to be transmitted to the above mentioned e-mail address.

2. ORDER CONFIRMATIONS:

acquisti.cdo@caleffi.it

The Order Confirmations, in PDF format, will have to be named: CALEFFI_CDO_xxx, where xxx is per CALEFFI SpA order number (for ex. CALEFFI_CDO_4500000001).

3. INVOICES:

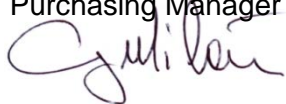
public@caleffi.it

The Invoices, in PDF format, will have to be named: CALEFFI_FAT_yyy, where yyy is per the Vendor invoice number (for ex. CALEFFI_FAT_12345).

We ask all Vendors, in order to achieve a correct and effective handling, to send each document to its specific above mentioned e-mail address; the personal addresses of all Purchasing Department Personnel are still active for any other activities.

Sure of your attention on this, we thank you.

Best Regards.

Giorgio Milan
Purchasing Manager


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