



January 28, 2022

Dear Valued Supplier:

Providing accurate and timely payments to our suppliers for properly ordered products and services is foundational to the success of our supplier business relationships. While WestRock desires to continually improve our Purchase-to-Pay process, we cannot do so without your commitment to some very basic standard business practices.

Purchases made by WestRock, regardless of content, must be documented in a valid WestRock purchase order, or other WestRock approved alternate ordering process, prior to your shipment of products or your performance of services. This will ensure alignment and agreement of our business transactions and will facilitate the proper issuance of your invoices and WestRock's subsequent proper and timely payment.

WestRock cannot honor any request for payment for any product, material or service not properly ordered by WestRock via a purchase order or other WestRock approved alternate ordering process. Alternative ordering processes (P-Card, VMI, Consignment, etc.) may be used upon approval by WestRock Procurement.

If your company is currently providing any product, material or service that is not covered by a WestRock purchase order, or other WestRock approved ordering process, it is imperative that you immediately engage your WestRock contact to ensure that all proper authorizations and documentation are in place. Otherwise, invoices submitted for unauthorized deliveries or performance may be returned without payment.

Current invoice submission standards are contained on the Supplier Resources page of the WestRock internet site at: <https://www.westrock.com/company/supplier-resources> Please visit this site for other pertinent information on being a successful supplier to WestRock.

Any questions concerning these practices or our expectations may be directed to the WestRock Procurement associate supporting your account. We look forward to continuing our valued relationship with your company.

Best regards,

A handwritten signature in black ink, appearing to read "Daniel P. McNally".

Daniel P. McNally  
Chief Procurement Officer