



Working collaboratively with Spire

Supplier requirements and expectations

Overview and objectives

Our strategic partners play a key role in our day-to-day business operations. And our ideal suppliers are committed to safety and quality while consistently honoring their commitments—because that’s our promise to everyone we work with.

When working together, things like invoicing, processing payments and issuing and receiving purchase orders help us and our strategic partners meet our goals.

So, to help ensure our partners have what they need to collaborate, we’ve created this set of requirements and expectations for doing business with us.

Objectives:

- Process efficiency
- Process predictability
- Information Security
- Effective collaboration

Supplier management

Supplier Connect

Supplier Connect is the one-stop shop for Spire suppliers. It provides anytime access to update supplier data, check invoice status, check purchase order status and more.

Supplier Connect Features:

- Track orders
- Invoicing and payment tracking through reporting
- Submit invoices
- Direct Messaging (where you stay up to date on the latest news and policies from Spire’s Supply Chain team)
- Manage supplier data
- Tier 2 diversity reporting
- Most efficient way to initiate contact with Supply Chain team
- Manage banking information for ACH

All new suppliers will be registered through Supplier Connect. Potential suppliers are expected to register for Supplier Connect once invited by a Spire employee. Existing suppliers can also send registry requests to supplier@spireenergy.com.

Supplier data management

Suppliers must notify us of any supplier data changes within 10 business days to prevent payment delays. This should be done by initiating the update in Supplier Connect or clicking “contact us” at the bottom of any page within Supplier Connect.

To ensure quick, secure and efficient payment processing, we offer payment through ACH.

Information Security

All suppliers are subject to our cyber security questionnaires. Initial and periodic risk assessments are required to help ensure that the integrity, confidentiality and availability of our data is maintained. We use a third-party to conduct risk assessments on our behalf by having the supplier complete their online questionnaire. In the rare instance that timing does not permit the completion of a CyberGRX questionnaire, suppliers will be asked to complete an alternative questionnaire provided by Supply Chain on behalf of Information Security and Compliance.

Insurance

We utilize myCOI as our primary Certificate of Insurance tracking partner as part of its mandatory periodic verification process. This demonstrates that suppliers are satisfying the insurance requirements mentioned in our agreement. myCOI is a widely used service in the industry and can work with your insurance agent or broker to streamline the insurance verification process for both you and us.

Contractor Safety Management Policy and Procedure

We are committed to protecting the health and safety of employees, contractors, customers and the communities we serve. As a part of that commitment, contractors who are engaged in services that we deem to be at an elevated risk may be required to hold a subscription to ISNetworld and maintain a passing grade (C or better) based on our criteria. We use ISNetworld as verification of Contractor Safety Management Programs and safety statistics. Contractors who are not currently subscribers may be asked to become one prior to execution of an agreement. To learn more, visit

<https://www.isnetworld.com/en/>.

Invoicing and payments

The following invoicing requirements are incorporated by reference into any agreement or purchase order between Spire Inc. or its subsidiaries (the “Company”) that reference these invoicing requirements.

To ensure quick, secure and efficient payment processing, Spire offers payment through ACH.

Supplier Invoicing Requirements

Invoices sent to Company employees by methods other than described herein will not be accepted and no payments will be made against such non-conforming invoices.

Invoices for goods and services provided without the appropriate Spire contact name (First and Last), a contract, purchase order or other form of legal commitment authorized by an authorized signatory of the Company may be subject to non-payment.

Suppliers must notify Spire 10 days in advance of any format or layout changes to invoices to prevent delays in payment processing.

All invoices submitted must be original documents and contain the following:

- The invoice format must be an 8.5”x 11” PDF with no embedded fonts.
- All invoices must be emailed to accountspayable@spireenergy.com or uploaded using Supplier Connect. Please do not mail paper invoices.
- Any invoice sent via email must only include one PDF invoice per email.
- The invoice must contain a distinct invoice number that uniquely identifies this invoice. This number should not be a date and must be easily visible on the front of the invoice.
- The invoice must contain the operating Company name from purchase order, Spire Contact person and “Ship to” address.
- The invoice must contain the date of shipment, delivery or service, or for summary invoices, the invoice date. Freight charges must be included with original invoice. Freight only invoices will not be accepted.
- The invoice must contain a concise description of the item for which Company is being invoiced. Exception: For confidential or sensitive matters, such as legal services or human resource services, detailed descriptions should be sent to your Company representative.
- The invoice must contain the part number and/or Spire internal item number, where applicable.
- The invoice must contain the quantity and unit of measure for which Company is being invoiced. For example, 29.5 hours or 38,295 pounds. The unit price of the item and the extended price (quantity × unit price = extended price) should be included. Units of measurement must be consistent with contracts between Company and supplier.
- The invoice must separately state taxes, where applicable.
- The invoice must separately state freight and handling charges, where applicable.
- The invoice date must contain the current calendar date as the billing date. Contracted payment terms and due date must be included on invoice.
- The invoice must contain supplier’s name and “Remit to” address.
- As needed to facilitate expeditious processing the invoice should also contain the Company’s assigned supplier number.
- As needed to facilitate expeditious processing the invoice should also contain the bill of lading number or other reference to allow us to connect the invoice to what was delivered.
- In the unusual instance where Company did not issue a PO number or include a PO number, you must provide the full name and Spire email address (e.g., jane.doe@SpireEnergy.com) of the person responsible for ordering the goods or service.
- Please do not send invoices paid by credit card or zero balance invoices.

- Options for submitting invoices:
 - Supplier Connect: Click upload .pdf document in the upper navigation menu
 - Accounts payable inbox: AccountsPayable@SpireEnergy.com

Purchasing and purchase orders

Goods and services provided without a purchase order number, fully executed contractual agreement, current Spire contact name (First and Last), or other form of legal commitment authorized by an authorized signatory of the Company may be subject to non-payment.

All purchase orders will be sent from a @spireenergy.com address.

All suppliers must provide and maintain a valid email address for receiving purchase orders.

All Invoices must include the full purchase order number and applicable release number.

All received purchase orders must be confirmed to supplychain@spireenergy.com within 2 business days of receipt.

The payment process is driven by the purchase order. It's critical that notice of any variance or discrepancy such as price, lead time, minimum order value not met, other discrepancies must be communicated to Spire and addressed as soon as possible and prior to delivery. Any discrepancies or variances raised after the acceptance period will not apply.

Orders delivered without a confirmed purchase order may result in a rejection of the shipment, delayed or non-payment.

Working collaboratively

By honoring everything outlined in this document, we can streamline processes and hopefully enjoy a long and mutually beneficial partnership.