

Resources

Contents:

- [Billing Address & Tax Information](#)
- [No Purchase Order \(PO\) No Pay Policy](#)
- [Warner Music Group's Commitment and Accountability](#)
 - Environment Social Governance
 - Supplier/Vendor Code of Conduct
 - Global Diversity, Equity, and Inclusion
 - WMG Governance

Billing Address & Tax Information

Below you'll find the latest billing addresses, tax identification numbers, and SAP Ariba Network codes for relevant Warner Music Group labels and affiliates. Please note that these are NOT shipping addresses.

You should not mail physical invoices to these locations. Please refer to the Invoice Process section for complete invoice submission guidelines.

Warner Music Latina Inc. 555 Washington Avenue 4th Floor Miami Beach, Florida 33139 USA SAP Company Code: 1791	Warner Chappell Music Canada Ltd. 8 Spadina Suite 200 Toronto, Canada M5V0S8 Canada VAT ID: 100918564RT SAP Company Code: 2902
--	--

Visit us at [WMG Vendor Site](#)

*note the term supplier/vendor are synonyms and are used interchangeably throughout our site.

No PO No Pay Policy

All goods or services should be procured using a Purchase Order.

A purchase order (PO) is created once a WMG employee wants to start transacting with a vendor for goods and/or services. The WMG employee will start by creating a purchase requisition in the SAP Ariba Network by adding goods and/or services to the shopping cart and submitting in the system for approval. Once the purchase requisition is approved, Ariba will automatically convert the purchase requisition to a purchase order that will be sent directly to the vendor. Once the purchase order is received by vendor, you'll be able to send goods and perform services.

Purchase Order Terms & Conditions

TERMS AND CONDITIONS OF PURCHASE

This Purchase Order (PO) and any related attachments is an agreement between Buyer (depicted by the Ship To Location in this PO, which is a Warner Music Group (WMG) and Supplier for the product(s) and/or service(s) in this PO, and no other document, including a Supplier proposal, quotation or acknowledgment form, will be part of this PO, unless specifically agreed to in writing by Buyer. Please notify the respected Buyer contact as soon as possible if you are unable to ship, you should not complete orders or deliver the described services by the Need-By Date specified within the line item of this PO. Please also reference the full PO # on any correspondences, packages and/or shipping notifications.

Taxes: Applicable Taxes are not included on this PO. If Sales tax or other indirect tax is applicable for the goods and/or services described in this PO, then Supplier shall specify on their invoice the: tax rate, taxable amount and total tax amount. If applicable, Buyer shall withhold taxes under applicable law on any payments made to Supplier hereunder and shall remit to Supplier only the net proceeds thereof.

Terms of payment and acceptance of products or services delivered: Unless otherwise (and previously) approved by Buyer, the default payment terms are Net 45 days which are calculated based on the invoice date of the Suppliers invoice which first must be deemed valid and be accepted by the Buyer. The Buyer may reject products or services that do not comply with Buyer's acceptance criteria -- for either a refund, repair or replacement of such products or a request to re-perform such services in a timely manner. Buyer may return non-conforming products to Supplier.

INVOICING TERMS AND CONDITIONS OF PURCHASE

When sending invoices to the Warner Music Group (WMG) Accounts Payable Team, please ensure they contain: a reference to the 10 character PO # (E.g. 7100001234); the complete Ship-To & Bill-To Address as presented on this PO; your invoice #, invoice date, WMG business contact, your company legal name and address; full remittance name and address, full bank instructions for electronic payment, appropriate line-item description of goods/services along with unit cost and finally the total invoice amount (with taxes itemized separately, if applicable). Please make sure the line items of the PO are shown on the invoice.

Visit us at [WMG Vendor Site](#)

*note the term supplier/vendor are synonyms and are used interchangeably throughout our site.

Warner Music Group's Commitment and Accountability

Environment Social Governance Environmental Social Governance (ESG) is integral to achieving a better future for our people, artists, songwriters, investors, other stakeholders and our business. Ultimately, the continued strength of our creative and commercial performance goes hand in hand with our ongoing ESG momentum.

Supplier/ Vendor Code of Conduct

By working with WMG, our suppliers/vendors* commit to abiding by WMG's Code of Conduct and requiring any party they delegate or subcontract work to also abide by these same standards.

You can view the full Supplier Code of Conduct [here](#).

Global Diversity, Equity, & Inclusion

Our Global Diversity, Equity & Inclusion (DEI) work is centered around five key pillars: Education, Innovation, Culture, Social Impact, and Research. To learn more about the Global DEI, visit the website [here](#).

Warner Music Group Governance:

We aim to ensure that our business partners uphold the standards required by WMG. We utilize a range of policies and procedures, such as contractual provisions, risk-based screenings, and our Supplier Code of Conduct to engage partners on these matters.

Please check out WMG latest [Environmental Social Governance \(ESG\) Report](#) if you'd like to learn more about our commitments, ethical sourcing practices, and annual ESG performance.

For more information, documents, and resources, visit our [WMG Supplier Portal](#).

Visit us at [WMG Vendor Site](#)

*note the term supplier/vendor are synonyms and are used interchangeably throughout our site.