



The Financial and Risk business of Thomson Reuters is now Refinitiv.

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## Notice

### Changes to procurement, invoicing, and payments

Dear Vendor,

At Refinitiv, we have a bold vision for the future. As of January 1, we have started taking steps to evolve our brand from Thomson Reuters to Refinitiv. One key change from your perspective is that we are renaming our legal entities in line with our new name. However, the legal entities themselves are not changing and nor are the terms of our agreements with you.

We're excited about our new name, but updating all of our communications will happen gradually over time – so you may continue to see Thomson Reuters branding on some of our materials and digital channels. We will work with you to ensure a smooth transition to Refinitiv, as we restructure certain aspects of our procurement, invoicing, and payments.

### Why this communication is important to you

The information below describes the actions you will need to take in relation to your business relationship with us. If we interact with you using:

#### **Purchase Order (PO)**

The specific legal entity issuing the purchase order and the legal entity, which you should address your invoices to, will be identified on the purchase order.

#### **Non Purchase Order (PO)**

The [Refinitiv Supplier Portal - Latest Announcements](#) will detail the effective date legal entity changes will occur. Details include previous legal entity name, tax registration number and new legal entity name and tax registration number, along with invoice submission information. While we do not anticipate changes to the effective date, please validate your changes before updating your accounting systems.

If you currently submit invoices to [Thirdpartydatapay@refinitiv.com](mailto:Thirdpartydatapay@refinitiv.com) or [market.royalty@refinitiv.com](mailto:market.royalty@refinitiv.com), then you should continue to submit invoices to these mailboxes but ensure the legal entity names are updated.

### What this means to you

We ask that you make the required updates, including new legal name in your accounting and invoicing systems to ensure our ability to process and pay invoices without interruption.

Failure to do so will result in delays in processing or invoices being rejected in our systems, ultimately, affecting the timeliness of payments. For the most up-to-date information, guidance is provided on the [Refinitiv Supplier Portal](#).

Please be assured that we are making every effort to have a seamless transition. If you have any questions, please feel free to [contact us](#).

We appreciate your continued support and partnership and thank you for your business.

Sincerely,

**Nicolas Passaquin**

Vice President Professional Sourcing  
Refinitiv

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Please visit: [Refinitiv](#) for more information.

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