

Dear MGA Supplier,

MGA is implementing some new procedures to gain a better handle on internal controls. As part of the procedural implementation we are now requiring all suppliers to sign an acknowledgement of compliance with our payment policies and procedures.

Additionally, we would like to take this opportunity to reiterate our payment policies to organizations that may not be familiar with our dealings. Our policies and procedures require that before any work begins the suppliers must submit a W9 or W2 to demonstrate they are a legitimate business. When considering accepting a work order from MGA the supplier should keep in mind an approved purchase order be issued for all goods/services. Such purchase orders should cover all goods/services related to the project and/or purchase with the subsequent invoice referencing the purchase order number for payment processing as per previously agreed upon terms.

It is the responsibility of our suppliers to ensure that a purchase order be issued and verify it has been approved prior to undertaking any work or delivery of goods and services to any MGA department. Only those invoices received by MGA with an approved purchase order that has a purchase order number will be processed for payment by our accounts payable group. All invoices submitted to the MGA accounts payable group must have a PO number included on it. If an invoice is received by MGA without a purchase order number the invoice will not be paid.

Additionally, in an effort to expedite invoice and purchase order processing, all invoices should be submitted to Accounts Payable as follows:

All soft/electronic invoices copies should be sent to: accountspayable@mgae.com

All paper invoice copies should be sent to:

MGA Entertainment, Inc.
Attn: Accounts Payable
16300 Roscoe Blvd.
Suite 150
Van Nuys, CA 91406

We thank you for communicating this reminder to the people in your organization who are in contact with our various services and look forward to our continued collaboration. If you have any questions concerning the above, please contact your usual MGA contact.