



**CASCADES CANADA ULC**  
404, boul. Marie-Victorin, C.P. 30  
Kingsey Falls (Québec) Canada J0A 1B0  
Phone : 819 363-5100  
Fax : 819 363-5155

Wednesday July 18th 2018

**SUBJECT : NOTICE REGARDING INVOICES SUBMITTED ELECTRONICALLY**

Dear Supplier,

It has come to our attention that the invoices you submit for payment electronically to [documents\\_suppliers@cascades.com](mailto:documents_suppliers@cascades.com) have been automatically redirected to a junk mail folder (SPAM), which may have resulted in delayed payments. The emails have been rejected by our system due to them being recognized as potentially dangerous.

**We have been working with our IT department to identify the problem, and we have discovered that it is due to a restriction in your mail servers. In order to avoid that an email is considered as potentially dangerous, it is important that your mail servers have a "sender policy."**

In an attempt to avoid any additional delays in the payment of your invoices, we ask that you ensure that your mail servers are configured in accordance with the Sender Policy Framework (*SPF*). These verifications can be done by your IT department, or by your service provider.

Without this configuration, your emails will continue to be automatically redirected by the system to our junk mail folder and will cause delays in your payments, which we would like to avoid at all costs.

Thank you in advance for your collaboration!

Regards,

A handwritten signature in blue ink that reads "Chantale Rouleau".

Chantale Rouleau  
Directeur corporatif approvisionnement  
Cascades Canada ULC