

Billing and Invoice Standards for Europe

CONTENT OF INVOICE

Each invoice must clearly, completely, and accurately contain the following information to ensure timely processing.

1. **Purchase Order (PO) number, 10 digits.**
If NO PO number (NON-PO) is provided, use E-mail address of Solenis contact who placed the order
2. **Supplier Invoice number and invoice date.**
3. **Legal name of the Solenis entity that is being supplied (Appendixes 1 and 2, Column B)**
4. **Ship-to address**
5. **VAT / GST Number of the Solenis entity that is being supplied (if applicable, Column C)**
6. **Supplier legal name, address and VAT / GST Number (if applicable)**
7. **Currency**
8. **Payment terms, set forth within our agreement or contract**
9. **Tax amounts and tax rates separately identified (if applicable)**
10. **Total value of goods/services supplied**
11. **On a Purchase Order (PO) it is required to have on invoice**
 - I. Description of goods / services supplied
 - II. Purchase order line number and line item description
 - III. Solenis material number (if applicable)
 - IV. Solenis commodity code (if applicable)
 - V. Quantity
 - VI. Unit Of Measure (UOM), should match the UOM on Solenis Purchase Order

Non-compliance with these requirements may result in delay of invoice(s) processing and payment. Additionally, incorrectly submitted invoice(s) may, at the discretion of Solenis, be returned unpaid for correction and re-submission, who will need to cancel the non-compliant invoice and issue a new invoice. This will reset the payment due date.

In cases where non-compliance causes a delay in processing and the loss of an early payment discount to which Solenis would otherwise have been entitled, Solenis will process the invoice(s) and be entitled to that discount.

Invoice(s) that will be paid by Solenis Corporate Credit Card ("P-Card") have no specific invoice(s) content requirements, but they must be sent to the Solenis cardholder with complete and accurate information to enable payment.

WHERE AND HOW TO SEND INVOICE(S)

- Supplier invoice(s) must be **emailed in PDF format** and meet all the conditions as set by the Tax authorities in the relevant countries
- Invoice(s) must be sent to these **Solenis Accounts Payable email addresses**

Type of Good / Service being supplied	Region / Country of Solenis Entity	Legal Name of Solenis Entity	Where to send invoice(s)
Goods and/or Services other than Legal Services	EMEA	All Solenis entities	esbsapinvoices@solenis.com
Goods and/or Services other than Legal Services	All North American countries other than Mexico	All Solenis entities	invoices@solenis.com
Goods and/or Services other than Legal Services	Mexico	Solenis Technologies Mexico; or Solenis Mexico S. de R.L.	vendormexico@solenis.com
Legal Services	All North American and EMEA countries	All Solenis entities	legalinvoices@solenis.com
Tax Services	EMEA	All Solenis entities	Angela Koekkoek (akoekkoek@solenis.com)
Tax Services	Latin America	All Solenis entities	Cristina Perotti (cperotti@solenis.com)
Tax Services	North America	All Solenis entities	Brandon Winkler (bwinkler@solenis.com)

- Use email address in line; 'to' or 'cc'. NOT in 'bcc' line.
- Solenis will NOT accept invoice(s) sent to any other destination or in any other format.
- Send separate PDF invoice files per PO nr. Do not combine several invoices into 1 PDF document. However, it is allowed to send Multiple PDF documents (several invoices) in one email.
- How to submit paper invoice(s). If you have an agreed exception that allows you to submit paper invoices or forced by law to send paper invoice(s). Please send invoices in an envelope addressed to; check Appendix 1, 2

HOW TO TRACK INVOICE STATUS

Solenis has established a supplier inquiry website ("Vendor Portal") at <https://vendor.solenis.com>.

Solenis expects every supplier to register at and use the Vendor Portal, as this is the most efficient way for a supplier to check the status of one or multiple invoice(s).

¹ Unless supplier and Solenis have expressly agreed to exchange documents via Electronic Data Interchange (EDI)

Appendix 2 – Solenis EMEA Legal and Bill-to Entity Information

Column A Country and Company Code	Column B Solenis Legal Entity Name and Address	Column C VAT Registration Number
Austria 0430	Solenis Austria GmbH Beethovengasse 8/009 1090 Wien, Austria	ATU22778803 CZ682724396 HU26909851 SK4020283641
Belgium 0322	Solenis Belgium BVBA Industrieweg 150, 3583 Beringen, Belgium	BE0552705010
Czech Republic 0420	Solenis Czech Republic s.r.o Revolucni 763/15, Praha 1, Stare Mesto Prague, Czech Republic	CZ01879049
Denmark 0451	Solenis Denmark ApS c/o Solenis Sweden Holdings AB HögASTENSGATAN 18, Helsingborg, Sweden 25232	DK31863449
Finland 3580	Solenis Finland Oy KOLMIHAARANKATU 7, Tampere, 33330 Finland	FI01088630
France 0330	Solenis France SAS 125/129 Rue Casimir Perier Bezons Cedex, France	FR96802868349
Germany 0494	Solenis Technologies Germany GmbH Fütingsweg 20, Krefeld, 47805, Germany	DE247510107
Germany 0490	Solenis Germany GmbH & Co KG Fütingsweg 20, Krefeld, 47805, Germany	DE295315737
Ireland 3531	Solenis Ireland Limited c/o Solenis UK Ltd Alfreton Trading Estate, Somercotes Derbyshire, DE55 4LR, United Kingdom	IE03268589RH
Italy 0390	Solenis Italia SRL VIA SAN ROCCO 67, Busnago 20874, Italy	IT08671520966
Norway 0471	Solenis Norway AS c/o Intertrust (Norway) AS Munkedamsveien 59B 0270 Oslo, Norway	NO913499654
Poland 0481	Solenis Poland Sp. z o.o. Giełdowa 1 01-211 Warsaw, Poland	PL5272709821
Portugal 3510	Solenis Portuguesa Lda. c/o Solenis Hispania S.A. Carretera de Valencia 5/9 Tarragona 43006 Spain	PT503501948
Russia 0070	Solenis Eurasia LLC Derbenevskaya Emb., 7, Bldg. 22 115114 Moscow, Russia	7726297989
South Africa 0271	Solenis Technologies South Africa (Pty) Ltd Central Office Park NO 4 257 Jean Avenue Centurion, Gauteng 0157, South Africa	SA4710269574
Spain 0340	Solenis Hispania S.A. Carretera de Valencia 5/9 Tarragona 43006 Spain	ESA43007111 PT980268044
Sweden 0460	Solenis Sweden AB HögASTENSGATAN 18, Helsingborg Sweden 25232	SE556071787701

Column A Country and Company Code	Column B Solenis Legal Entity Name and Address	Column C VAT Registration Number
Switzerland 0410	Solenis Switzerland GmbH Muhlentalstrasse 38, 8200, Schaffhausen, Switzerland	CHE-388.325.365 MWST ATU68805046 BE0558938843 CZ683514608 DE295326750 ESN0393720H FI26259504 FR54803384957 GB191503126 HU30325791 IE3274162NH IT08696560963 NL823880710B01 NO919476648MVA PL5263119474 PT980514088 SK4020443416 SE502074535101
The Netherlands 0310	Solenis Netherlands B.V. Pesetastraat 62 2991 XT Barendrecht The Netherlands	NL853949773B01
Turkey 0900	Solenis Turkey Kimya Limited Şirketi. Esentepe Mah. Ali Kaya Sok. Polat Plaza B Blok Apt. No: 1 /1 / 69 Şişli / İstanbul	7730613622
UAE 9710	Solenis Netherlands B.V. Branch Jafza. 11 th floor, office 1125 Jafza One, Jebel Ali Dubai, UAE	Not Applicable
United Kingdom 0445	Solenis UK Limited Alfreton Trading Estate, Somercotes Derbyshire, DE55 4LR, United Kingdom	GB312898975 IE3275332HR
United Kingdom 8442	Solenis UK Industries Limited Cleckheaton Rd, Low Moor BD12 0JZ Bradford United Kingdom	GB312898975

Supplier invoice(s) must be emailed in PDF format. If you have an agreed exception that allows you to submit paper invoices or forced by law to send paper invoice(s). Please send invoices in an envelope addressed to;

EMEA countries, South Africa
Solenis Poland Sp. z o.o., ul. Giełdowa 1, 01-211 Warsaw, Poland

Russia
Solenis Eurasia LLC, Derbenevskaya Emb., 7, Bldg. 22, 115114 Moscow, Russia

Appendix 3 – Solenis NA Legal and Bill-to Entity Information

Column A Country and Solenis Company Code	Column B Solenis Legal Entity Name and Address	Column C VAT / GST Registration Number
Canada 1700	Solenis Canada ULC 942 Brant Street Burlington, Ontario L7R 2J7 Canada	GST/HST #: 80631 1437 RT0001 QST #: 1221545156 TQ0001 BC #: 10093881 Sask. #: 2577807 Manitoba #: 806311437MT0001
Cayman Islands 1308	Solenis Technologies Cayman LP Muhlentalstrasse 38, 8200, Schaffhausen Switzerland	Not Applicable
Dominican Republic 0809	Solenis Dominican Republic SRL Av. Sarasota #20 corner Abraham Lincoln, Suite 1103 Torre Empresarial AIRD, La Julia Santo Domingo, Dominican Republic	130-83796-1
Mexico 1800	Solenis Technologies Mexico S. de R.L. Av. Sara 4553 Col. Guadalupe Tepeyac Delg. Gustavo A Madero , Ciudad de Mexico, 07840	STM140509QUA
Mexico 1802	Solenis Mexico S. de R.L. Av. Sara 4553 Col. Guadalupe Tepeyac Delg. Gustavo A Madero , Ciudad de Mexico, 07840	SME140509IF6
Puerto Rico 1031	Solenis Puerto Rico LLC Las Palmas Industrial Park Street 4, Bldg. 4, Catano, PR 00962	Merchant registration number 0591171-0004
USA 1020	Solenis LLC 2475 Pinnacle Drive Wilmington DE 19803 USA	Specific state sales tax exemption certificates to be provided by Solenis Global Sourcing (if applicable)
USA 1309	Solenis Technologies LP (US) Muhlentalstrasse 38, 8200, Schaffhausen Switzerland	Not Applicable

Supplier invoice(s) must be emailed in PDF format. If you have an agreed exception that allows you to submit paper invoices or forced by law to send paper invoice(s). Please send invoices in an envelope addressed to;

USA, Canada,
Solenis LLC or Solenis Canada ULC, 2475 Pinnacle Drive, Suite 400, Wilmington DE 19803 USA

Puerto Rico
Solenis Puerto Rico LLC, Las Palmas Industrial Park, Street 4, Bldg. 4, Catano, PR 00962

Mexico
Solenis Mexico S. de R.L., Av. Sara 4553, Col. Guadalupe Tepeyac, Delg. Gustavo A Madero, Ciudad de Mexico, 07840

Dominican Republic
Solenis Dominican Republic SRL, Av. Sarasota #20 corner Abraham, Lincoln, Suite 1103, Torre Empresarial AIRD, La Julia Santo Domingo, Dominican Republic

1. EU and UK Import & Export Customs Broker and Freight Forwarders Invoicing Solenis

Only related to Raw Material and Finished goods

As a valued service supplier to **Solenis Switzerland GmbH**, we kindly inform / remind you about our billing requirements on EU Import and Export shipments.

Due to Solenis` entity structure in Europe, we can request **1 to 3 different invoices**, on different activity related to Import and Export to and from the EU.

SCENARIO 1, Export from UK, only DDP (2 options 1A and 1B)

Invoice 1A, export NON-IPR Processing Export

UK, import EU

To **Solenis Swiss GMBH** (declarant) – UK VAT#191503126

- Export declaration and any additional charges related (for example; examination cost, terminal handling, chamber of commerce charges)

Invoice 1B, export IPR Processing Export

UK, import EU

To **Solenis UK Limited** (declarant) – UK VAT#312898975

- Export declaration and any additional charges related (for example; examination cost, terminal handling, chamber of commerce charges)

Invoice 2

Import in the EU

- All Duty need to be invoiced under DDP back to Solenis Swiss in the UK.
Import customs clearance charge including any additional charges, (Example - Advance Fee, Examination Costs, Port Charges, Demurrage, Quay Rent, Terminal Handling, Port Security, Consular charges etc.).
- NO VAT to be charged to Solenis, as this will be declared under method of payment G of import declaration.

SCENARIO 2, Export from EU, import into UK

Invoice 1 Export

EU

To **Solenis SWISS as owner of the goods, but exporter of goods is LRD** – VAT# CHE-388.325.365 MWST Export declaration and any additional charges related (for example; examination cost, terminal handling, chamber of commerce charges)

Invoice 2 import into UK (2 options)

Invoice 2A, import NON-IPR Processing

- All Duties need to be invoiced under DDP back to Solenis Swiss in the origin country.
- Import customs clearance charge including any additional charges, (Example - Advance Fee, Examination Costs, Port Charges, Demurrage, Quay Rent, Terminal Handling, Port Security, Consular charges etc.).
- NO VAT to be charged to Solenis, as this will be declared under method of payment G of import declaration.

Invoice 2B, import IPR Processing

- Import customs clearance charge including any additional charges, (Example - Advance Fee, Examination Costs, Port Charges, Demurrage, Quay Rent, Terminal Handling, Port Security, Consular charges etc.).
- NO VAT to be charged to Solenis, as this will be declared under method of payment G of import declaration.

The invoices must have a copies of the export or import declarations and supporting documents attached.

Export Declaration from EU

Costs related to the Export Declaration

To **Solenis Switzerland GmbH** – VAT# CHE-388.325.365 MWST

- **Cost related to EAD/SAD**
- Consular charges,
- Product of Transit documents
- And costs related to Export from EU.

Whole address to be indicated: **Solenis Switzerland GmbH** Mühlentalstrasse
38, 8200 Schaffhausen,
Switzerland.

A copy of the Customs Export declaration must be attached

Exports from EU taking place

Solenis SSG will sell in as FLASH SALE to the LRD — just before the cargo reaches final destination customer So the LRD will only OWN the cargo for a few seconds before the sale to final customer takes place



2. Import and export of Samples, Machinery and Equipment of EU

All below movements the brokerage and freight forwarding, and invoice must be directed to the LRD (Limited Risk Distributor) for that country responsible (NOT SSG).

Samples	Limited Risk Distributor	Brokerage and Freight Forwarding	D/R 2	To include all charges; VAT DUTY Advancement Fee Freight costs (if applicable) Transport (if applicable) Storage (if applicable) Terminal Handling Airline Handling Not limited to the above
Machinery and Equipment	Limited Risk Distributor	Brokerage and Freight Forwarding	D/R 2	
Laboratory Equipment	Limited Risk Distributor	Brokerage and Freight Forwarding	D/R 2	
Merchandise in Baggage	Limited Risk Distributor	Brokerage	D/R 2	

Country	Current name	Address
AT	Solenis Austria GmbH	"Beethovengasse 8 / 009 A-1090 Vienna Austria"
BE	Solenis Belgium BVBA	Avenue Louise 209 A 1050 Ixelles, Belgium
DE	Solenis Germany GmbH & Co KG	Fütingsweg 20, Krefeld, 47805, Germany
DE	Solenis Technologies Germany GmbH	Fütingsweg 20, Krefeld, 47805, Germany
ES	Solenis Hispania SA	Ctra, de Valencia 5-9, Tarragona, 43006, Spain
FR	Solenis France SAS	125-129 Rue Casimir Perier, 95871 Bezons Cedex, France
IE	Solenis Ireland Ltd	2nd Floor Victoria Building, 12 Haddington Road, Dublin4, Ireland
IT	Solenis Italia SRL	via San Rocco 67 - 20874 – Busnago, Italy
NL	Solenis Netherlands BV	Visiting address: Fascinatio Boulevard 200, 3065 WB Rotterdam the Netherlands. Corporate seat: Barendrecht, the Netherlands
PL	Solenis Poland Sp. z o.o.	Ul. Gieldowa 1, 01-211, Warszawa, Poland
PT	Solenis Portuguesa Lda	Rua Marcos de Assunção, n.º 4, Piso 1, sala 11, Almada.
SE	Solenis Sweden AB	Box 622, 251 06 Helsingborg, Sweden
UK	Solenis UK Ltd	Alfreton Trading Estate, Wimsey Way, Somercotes, Derbyshire, DE55 4LR, United Kingdom

If you have any question related to this letter, please contact the Solenis Global Trade Compliant department. Thank you for your support in implementing these changes.