



Enriching lives through innovation

Vendor Invoice Requirements

TOOLKIT

Effective Date: ~~August-April 130, 20262~~

HUNTSMAN CORPORATION | WWW.HUNTSMAN.COM

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Introduction

This Vendor Invoice Requirements Kit replaces and supersedes all invoicing instructions from Huntsman LLC, its subsidiaries, and affiliates as per the Effective Date listed in the Appendix under "Invoice Requirement Effective Date by Country".

This Vendor Invoice Requirements Kit outlines the mandatory requirements for all invoices submitted to Huntsman. Adherence to these requirements will enable timely processing of all invoices and smoothen the payment process. **Failure to meet any of the requirements stated below will result in the rejection of an invoice and a delay in payment.** Additionally, statements, delivery tickets, pro-forma invoices, commercial customs or clearing invoices, or other similar documents are not considered invoices and will not be processed for payment and should NOT be sent to invoicing addresses. This document includes separate provisions for these items.

Any specific or more stringent local invoicing requirements may exist due to country regulatory and compliance laws or public policy and must be adhered to. To review country specific requirements, please see the Regional/Country-specific guidelines at the end of this toolkit or on [our website](#).

Definitions

PO: Purchase order. Document sent by Huntsman to request a good or service.

NON-PO INVOICES: Typically contain charges for services. For a list of Non-PO invoices allowed, please contact our help desk found in the Regional/Country-specific guidelines section of this document or the website.

PO INVOICES: Total or partial charges related to the delivery of goods or items included in a preexisting, approved, and accepted purchase order.

FREIGHT INVOICES: Contains transportation charges. If your company provides Huntsman with transportation services as the main service, then you are most likely a carrier or freight forwarder and should follow the additional instructions related to Freight.

COMBINATION FREIGHT AND NON-FREIGHT INVOICES: If you provide Huntsman with a combination of freight and non-freight services or products, please invoice these charges separately and follow the submission requirements indicated in this document. If the split of the freight and non-freight charges is not possible, the highest valued item on the invoice will determine if it will be classified as a freight or non-freight invoice.

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Invoice Requirements

1. Supplier's full legal company name, physical address, banking details and remittance address – If your invoice references a different location than the physical address, please be sure to let your Huntsman associate know both addresses.

4-2. PO number – The PO number must be included on the invoice. **Failure to include a PO number will result in a rejection of the invoice and a delay of payment.**

a. **For non-PO invoices** – Be sure to mention the contact person in Huntsman on the invoice.

2-3. Document labeled as either "INVOICE" or "CREDIT" or "DEBIT NOTE".

a. **For a credit** – Reference the original invoice number and billing period start/end dates, unless the credit relates to an annual rebate or other types of credit where no specific invoice is being referenced.

b. The value on a credit note should **be a negative value**.

3-4. Vendor invoice number – Unique number assigned by the vendor.

4-5. Invoice date – Date the invoice was created.

5-6. Full legal Huntsman name as mentioned in a Purchase Order (PO) and division.

6-7. Valid Huntsman sold-to, ship-to, and send invoice to location –

a. The **send invoice to** location should be the centralized inbox and is **not to the** sold-to location. Please refer to country specific section for this address.

b. **Sold-to** location may differ from the ship-to location, which is where the product is shipped to, or the service is performed.

7-8. Itemized description of goods and/or services – Include part number, quantity, unit of measure (should match the PO), and total price as stated in the Huntsman purchase order (PO).

8-9. Total amount due – Include currency code if different than originating country currency (e.g., UK supplier billing in US currency). Currency should match the PO.

a. **Price** – Cost per item and extended cost as outlined in the PO and/or any contract/agreement.

b. **Additional Fees** - Any additional charges not included on the PO are unauthorized and can create a delay in processing. Please request an updated PO from your Huntsman representative with any additional freight or tax lines.

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c. **Tax amounts (IVA, GST, HST, VAT, BTW)** – must be shown as a separate line item on the invoice with the related percentage or rate being applied.

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d. **Freight** – should be submitted and billed on a separate invoice. If freight is not included in product price, it must be shown as a separate line item on the invoice.

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9-10. Proof of delivery (POD) – Huntsman may require proof of delivery prior to processing invoice payment.

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Additional Freight-Specific Invoice Requirements

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In addition to the requirements above, these additional freight-specific requirements must be followed. ~~Please~~ followed. Please be sure to include back-up documentation in the same file behind the invoice. **Do not send back-up documentation as a separate attachment.**

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4-2. Dates as applicable - Including pick up date, departure date, arrival date, and delivery date.

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2-3. Mode of Transport and Service Level - Options include Air Premium, Air CONSOL, Ocean LCL, Ocean FCL, Trucking LTL, Trucking FTL, Hotshot, etc.

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3-4. Incoterms - for international movements (e.g., DAP ‘Houston’ Incoterms 2020).

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4-5. Additional Itemized Description of Goods and/or Services – In addition to the standard requirements, ensure description includes weight and/or volume, unit of measure and total price matching the Master Service Agreement/Price Agreement or Approved Quote from Huntsman granted by an authorized logistic requestor prior to movement

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5-6. Proof of Approval – Huntsman must ~~authorized~~ authorize logistics requestor approvals made prior to movement on any charge billed to Huntsman that is not included in contract and/or price list.

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7. Commercial Invoice –Required for any “customs clearance transaction” or “for any import transaction”

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8. Shipment Number – Include the shipment number per line.

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Failure to Comply with Invoice Requirements

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The supplier is solely responsible for submitting an accurate and complete invoice that meets all requirements as stated in this document. **Failure to meet any of the requirements stated above may result in the rejection of an invoice or a delay in payment.**

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If an invoice is missing any of the requirements above, contact the Huntsman representative who authorized the goods and/or services immediately to obtain the respective information. If there are any additional charges not listed on the PO, please request an updated PO from the Huntsman representative prior to invoice submission.

Invoices not meeting the outlined invoice requirements will be returned with a notice stating the reason(s) for rejection. **It is the supplier's responsibility to re-submit the invoice with the necessary corrections.** If the supplier has a non-monitored invoice system, contact the appropriate Help Desk mailbox listed below in "Where to Get Help" to notify Huntsman of the alternate email box to send rejections.

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Invoice Submission

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All invoices should be submitted electronically (excluding where tax or legal requirements state a paper invoice is mandatory) to a unique inbox set up specifically for receiving invoices for that country. Please see Huntsman's [Vendor Invoicing Guidelines page](#) on our website to find your specific country address.

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Special Instructions:

- Invoices that do not display the Huntsman PO number will be rejected and ~~create~~will cause delays in payment.**
- Only include one invoice per PDF attachment. All files must be unzipped, not encrypted and not password protected.**
- One invoice/attachment per email** is preferred. Multiple attachments are acceptable; however, each attachment must contain one invoice and all associated supporting documentation for that invoice only.

- Size cannot exceed 5 MB per invoice or 25 MB per email. Invoices exceeding this requirement will be automatically rejected.
- The **invoice should be the first page of the pdf with all supporting documentation** following. Submission for supporting documentation as a separate attachment could cause delays in payment by showing as a duplicate invoice
- **Do not send duplicate invoices**, unless requested by Huntsman’s contact as internal controls and procedures may prevent payment of either invoice.
- Manual alterations of an invoice are not allowed.
- The **“TO” field should ONLY contain the Huntsman AP scanning email address**. Other Huntsman employees or courtesy copies must be placed in the “CC” field. More than 1 email in the “To” field will cause a rejection of the invoice. **DO NOT send original invoices to the help desk email address.**
- Unless otherwise specified (generally in the logistics area), please do not send invoices to a Huntsman employee only. Invoices should be emailed to the Huntsman AP email address which can be located below.

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Payment Terms

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Invoices cannot be processed by Huntsman until the agreed upon goods are delivered and/or services completed. **Payment terms are outlined in your Huntsman commercial agreement. If no contract exists, the payment terms on the PO will be used to calculate the payment date.**

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Unless otherwise specified in the commercial agreement, a payment term calculation will start at invoice date. If an invoice is submitted to Huntsman <5 days from payment due date, the payment term will be calculated from invoice submission date.

Payment Method

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Huntsman provides an electronic method for all payments.

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Changes to Supplier Information

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If you have been registered with an Ariba Network account by Huntsman, please go to your dashboard in your Ariba Network account and edit the registration form to update your details.

If you have not yet been registered by Huntsman, reach out to your Huntsman representative and they can facilitate the registration process so you can make ~~required updates~~ required updates in the future.

Regional/Country-Specific Links

[Americas](#)

[Asia-Pacific](#)

[Europe/Middle East/Africa](#)

Regional/Country-Specific Guidance

Huntsman Invoice Guidelines for the Americas

Digital Invoices:

US, Canada, and Costa Rica - americasinvoice@ap.huntsman.com

Hard Copy Invoices:

~~Must be sent to local sites for the following countries (addresses and instructions can be found below):
Most Central and South American Countries.~~ Huntsman does not accept paper copies of invoices; all invoices must be submitted electronically.

Help Desk:

For queries or assistance regarding invoices, statements, or payments:
US, Canada and Costa Rica - aphelpdeskamericas@ap.huntsman.com

Call toll-free:

For more information and assistance:

~~1 800 201 2431 1-877-761-2967 - US and Canada~~ United States

00 800 0825 1067 - Costa Rica

+1 443 727 7762 - Other Countries

+44 20 8163 7797 - Other Countries

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Languages supported - English

United States, Canada and Costa Rica

Mailing address:

Huntsman

PO Box 982159

El Paso, TX 79998 2159

Central and South America

Hard Copy Invoices:

~~Hard copy invoices are required for all Huntsman legal entities in Central and South America.~~

~~Hard copies can~~

~~invoices should~~ be sent to Huntsman Finance Department. Please refer to your purchase order or work with your local contact for address details.

Huntsman Invoice Guidelines for Asia Pacific

Digital Invoices:

~~Invoices in English – Australia, Indonesia, Singapore, Hong Kong, South Korea, India, Vietnam, Pakistan, Bangladesh, Thailand, Malaysia - apacinvoice@ap.huntsman.com~~

~~Electronic invoices in China Invoices in simplified or traditional Chinese – China, Taiwan, Japan - cnjptwinvoice@ap.huntsman.com~~

~~Invoices in Japanese – Japan - japaninvoice@ap.huntsman.com~~

~~All vendor invoices for Japan, Malaysia, Taiwan – -~~

~~apacinvoice@ap.huntsman.com~~cnjptwinvoice@ap.huntsman.com~~~~

~~Australia, Indonesia, Vietnam, Pakistan, Bangladesh, Hong Kong, India - apacinvoice@ap.huntsman.com~~

Hard Copy Invoices:

Must be sent to local sites for the following countries (addresses and instructions can be found below):

China &

Bangladesh

Malaysia

South Korea

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Vietnam
Thailand

Help Desk:

For queries or assistance regarding invoices, statements, or payments:

[Australia All Asja Countries -_aphelpdeskAPAC@ap.huntsman.com](mailto:aphelpdeskAPAC@ap.huntsman.com)

aphelpdeskaustralia@ap.huntsman.com

[China_aphelpdeskinhina@ap.huntsman.com](mailto:aphelpdeskinhina@ap.huntsman.com)

[Hong Kong_aphelpdeskhongkong@ap.huntsman.com](mailto:aphelpdeskhongkong@ap.huntsman.com)

[India_aphelpdeskindia@ap.huntsman.com](mailto:aphelpdeskindia@ap.huntsman.com)

[Indonesia_aphelpdeskindonesia@ap.huntsman.com](mailto:aphelpdeskindonesia@ap.huntsman.com)

[Japan_aphelpdeskiapan@ap.huntsman.com](mailto:aphelpdeskiapan@ap.huntsman.com)

[Singapore_aphelpdesksingapore@ap.huntsman.com](mailto:aphelpdesksingapore@ap.huntsman.com)

[Taiwan_aphelpdesktaiwan@ap.huntsman.com](mailto:aphelpdesktaiwan@ap.huntsman.com)

Call toll-free:

For more information and assistance:

1 800 10 24449 1800 10 24449 – India

1800 119 006 800 0825 1067, – Australia Hong Kong

001 800 0825 1067 – Singapore

0011 800 0825 1067 – Australia / NZ

+44 20 8163 7797 – Other Countries

+1 443 727 7762 – Other Countries

[Languages Supported – English](#)

Australia and New Zealand

Invoices must be submitted as per below criteria:

For **Direct and Indirect Material** – Soft copy of the invoice needs to be sent to apacinvoice@ap.huntsman.com, upon delivery of physical dispatch of material or completion of service provided.

Logistics (Services Invoice) – Invoice needs to be sent to User/Business admin and NOT directly to invoices provided above

For **Direct Material (Local)** – Soft copy of the invoice needs to be sent to apacinvoice@ap.huntsman.com, immediately upon physical dispatch of material.

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For **Direct Material (Import)** - Invoice copy along with the set of documents needs to be provided to ~~the~~ Huntsman Buyers/ Supply Chain associates.

Call toll-free:

For more information and assistance:

0011 800 0825 1067 – Australia / NZ

Languages Supported - English

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~~Bangladesh~~ **Do these go to Genpact? If not, where to do they go?**

Digital Invoices: Are allowed

Hard Copy Invoices:

Invoices should be sent to your local Huntsman contact.

~~For queries regarding invoices or payments, please refer to your local Huntsman contact.~~

China

Digital Invoices:

~~For new invoices only:~~

~~All electronic invoices Digital copies should be emailed directly to cnjptwinvoice@ap.huntsman.com, may be sent; however, a hard copy should also be sent to the site for record retention purposes.~~

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Hard Copy Invoices:

~~For all Huntsman China legal entities, (except Shanghai Huntsman Polyurethanes Co., Ltd.), original a hard copy of invoices (non-electronic/non-electronic invoices) should be sent to Huntsman Finance Department at Panyu Guangzhou, China to the address below. Please follow the instructions you receive.~~

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Huntsman Finance Department, Accounts Payable

*Flying Goose Mountain Industrial Park, Shilou Town, Panyu District,
Guangzhou, Guangdong Province,
China 511447*

~~For Shanghai Huntsman Polyurethanes Co., Ltd., hard copies of invoice should be sent to Huntsman Finance Department at Shanghai, China to below address, following instructions when you receive orders.~~

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Huntsman Finance Department, Accounts Payable
455 Wenjing Road, Minhang District, Shanghai, China 200245

Hong Kong

Digital Invoices:

For new invoices only:

Digital copies may be sent; however, a hard copy should also be sent to the site for record retention purposes

cnjptwinvoice@ap.huntsman.com

Hard Copy Invoices:

Invoices should be sent to local Huntsman Finance Department to the address below.

Huntsman Finance Department, Accounts Payable

Room 3108-11, 31/F, Tower 1, Millennium City 1,
No. 388 Kwun Tong Road, Kowloon,
Hong Kong

India

Digital Invoices:

India tax authorities will allow digital invoices if they are a PDF that is digitally signed.

apacinvoice@ap.huntsman.com

For **Direct Material (Local)** - Invoice copy needs to be accompanied with the material itself as well as another original invoice and sent directly to the address below:

In case vendor is issuing an electronic invoice, they may email directly to apacinvoice@ap.huntsman.com.

In such cases, they don't need to send a hard copy to the below address.

Huntsman Solutions India PVT LTD.

Source To Pay

Unit 2501, 25th Floor, Rupa Renaissance

A-3102, MIDC Industrial Area, Turbhe,

Navi Mumbai, Maharashtra 400705

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Huntsman International (India) Private Limited

*Source To Pay
4th floor, Lighthouse
Saki Vihar Road
Andheri (East), Mumbai 400072*

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For **Direct Material** (Import) - Invoice copy needs to be provided to the Huntsman Buyers/ Supply Chain associates.

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For **Indirect Material and Logistics** - Invoice copy needs to be provided to the respective users/ Supply Chain Associates.

Indonesia

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Digital Invoices: Are allowed

Hard Copy Invoices:

Invoices should be sent to local Huntsman Finance Department.

Huntsman Finance Department, Account payable

Textile Effects:

*PT. Huntsman Indonesia
Jl. Raya Bogor KM 27.3, Jakarta, Indonesia 13710*

Polyurethanes:

*PT. Huntsman International Indonesia
Jl. Raya Bogor KM 27.3, Jakarta, Indonesia 13710*

Japan

Digital Copy Invoices:

Original electronic invoice should be sent to email address – cnjptwinvoice@ap.huntsman.com, japaninvoice@ap.huntsman.com and copy your local Huntsman contact at the same time.

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For queries regarding invoices or payments, please refer to aphelpdeskjapan@ap.huntsman.com

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Malaysia

~~Digital Invoices: Are preferred; cniptwinvoice@ap.huntsman.com~~ Are allowed

~~Hard Copy Invoices:~~

~~Invoices should be sent to your local Huntsman contact.~~

~~For queries regarding invoices or payments, please refer to your local Huntsman contact.~~

~~Pakistan (what is the email? Doesn't look like Genpact entity)~~

~~Digital Invoices: Are allowed~~

~~Hard Copy Invoices:~~

~~Invoices should be sent to your local Huntsman contact.~~

~~For queries regarding invoices or payments, please refer to your local Huntsman contact.~~

Singapore

~~Digital Invoices: Are preferred & need to be sent directly to : allowed, apacinvoice@ap.huntsman.com~~

~~Hard Copy Invoices:~~

~~Invoices should be sent to your local Huntsman contact.~~

South Korea

~~Digital Invoices: Are allowed~~

~~Hard Copy Invoices:~~

~~An electronic copy of the invoice is required via National Tax Office and is expected to be sent to the Huntsman assigned email address.~~

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For queries regarding invoices or payments, please refer to local Huntsman Finance Department.

Taiwan

Digital Invoices: Are preferred allowed, cniptwinvoice@ap.huntsman.com - NEED TO CHECK WITH LOCAL FINANCE

Hard Copy Invoices:

Hard copy invoices are required for all Huntsman legal entities in Taiwan. Invoices should be sent to Huntsman Finance Department respectively according to Huntsman business addresses listed below.

Huntsman Taiwan
Finance Department
No. 19, Industrial Third 3rd Road
Kuan Yin, Taoyuan County,
Taiwan,

Polyurethanes:
No. 19, Industrial 3rd Road Kuan Yin, Tao Yuan City, 32853 Taiwan

Performance Products:
No. 19, Industrial 3rd Road Kuan Yin, Tao Yuan City, 32853 Taiwan

Advanced Materials:
4F 10, No.145 Da Tung 2nd Road, Kaohsiung City, 80143 Taiwan

Textile Effects:
7E, No. 2, Lane 47, Sec. 3, Nangang Rd., Taipei City, 11563 Taiwan

Thailand

Hard Copy Invoices:

Hard copy invoices are required for all Huntsman legal entities in Thailand. Invoices should be sent to local Huntsman Finance Department at the addresses below.

Textile Effects:
Huntsman (Thailand) Limited

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Account Payable, Finance Department
90/2 Moo 4 Bangpla Road, Muang Samutsakorn 74000 Thailand
Tax ID No. 0115542003825 Branch No. 00003

Polyurethanes:

Huntsman (Thailand) Limited
899 Moo 4, Bangpoo Industrial Estate, SOI 6C, Sukhumvit Road,
Pracksa, Muang Samutprakarn 10280 Thailand
Tax ID No. 0115542003825 (Head office)

For queries regarding invoices or payments, please refer to local Huntsman Finance Department.

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Vietnam

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Digital Invoices: Are allowed

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Hard Copy Invoices:

Invoices should be sent to local Huntsman Finance Department at the address below.

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HUNTSMAN VIETNAM COMPANY LIMITED

225/3 Street No 13, Long Binh (Amata) Industrial Park,
Dong Nai province, Vietnam

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For queries regarding invoices or payments, please refer to local Huntsman Finance Department.

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Huntsman Invoice Guidelines for Europe, Middle East & Africa

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Digital Invoices:

All European and Middle East countries without mandatory tax portal requirements -
emeainvoice@ap.huntsman.com

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See [Appendix II](#) for legal entity addresses and VAT information

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Hard Copy Invoices:

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E-Invoices / Tax Portal Invoices:

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Belgium where e-invoicing / tax portal requirements apply:

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- [Please include Peppol number and company code on the face of the invoice](#) [Please Submit Invoice through Peppol Network](#)
- [Huntsman Peppol number](#): [Please add Purchase Order number on the invoice submitted in Peppol.](#)
- [Company code BE02](#) Huntsman Peppol ID as below:

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Company Code	NAME	PEPPOL ParticipantID
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BE01	Huntsman (Belgium) BV	0208:0466256927
BE02	Huntsman (Europe) BV	0208:0468807829
BE03	Huntsman Textile Effects (Belgium) BV	0208:0864745991
BE04	Huntsman Building Solutions (Europe) BV	0208:0502395761
BE50	Huntsman Advanced Materials (Europe) BV	0208:0468753884
-	_Sociaal Fonds Everberg vzw	0208:0452877756

▲ May be sent to Huntsman legal entities (addresses and instructions can be found below)

Hard Copy Invoices:

Must be sent to local sites for the following countries (addresses and instructions can be found below):
 Most Central and South American Countries Huntsman does not accept paper copies of invoices; all invoices must be submitted electronically.

Help Desk:

For queries or assistance regarding invoices, statements, or payments:

All European and Middle East Countries Austria -
aphelpdeskEAME@ap.huntsman.com
aphelpdeskaustria@ap.huntsman.com

▲ Belgium - aphelpdeskbelgium@ap.huntsman.com

Egypt - aphelpdeskegypt@ap.huntsman.com

France - aphelpdeskfrance@ap.huntsman.com

Germany - aphelpdeskgermany@ap.huntsman.com

Hungary - aphelpdeskhungary@ap.huntsman.com

Italy - aphelpdeskitaly@ap.huntsman.com

Luxembourg - aphelpdeskluxembourg@ap.huntsman.com

Spain - aphelpdeskspain@ap.huntsman.com

Switzerland - aphelpdeskswitzerland@ap.huntsman.com

The Netherlands - aphelpdesknetherlands@ap.huntsman.com

United Kingdom - aphelpdeskuk@ap.huntsman.com

Call toll-free:

For more information and assistance when in the country, please dial the following:

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00 800 0825 1067 - Austria
00 800 0825 1067 – France
00 800 0825 1067 – Hungary
00 800 0825.1067 – Luxembourg
00 48 800 675 047 – Poland
00 800 0825 1067 – Switzerland
+1 443 727 7762 – Other Countries

00 800 0825 1067 - Belgium
00 800 0825 1067 – Germany
00 800 0825 1067 – Italy
00 800 0825 1067 – The Netherlands
00 800 0825.1067 – Spain
00 800 0825 1067 – United Kingdom
+44 20 8163 7797 – Other Countries

[Languages supported – English](#)

Appendix I

Summary Invoice Requirements

Below is a quick, one-page summary of Huntsman's invoicing requirements and contact details:

All invoices must include:

Huntsman Legal Entity (see chart below)
c/o Iron Mountain s.r.o.
PO Box XX (see number in the list below)
820-15 Bratislava
Slovakia

Please **do not** send documents such as statements, reminders or demands to the invoice address. These should be sent to the query email address.

Legal Entity	VAT	PO-Box #
Huntsman Advanced Materials (Austria) GmbH	ATU48815402	77
Huntsman (Belgium) BVBA	BE0466256927	79
Huntsman (Europe) BVBA	BE0468807829	84
Huntsman Textile Effects (Belgium) BVBA	BE0864745994	83
Huntsman Advanced Materials (Europe) BVBA	BE0468753884 + Multiple VAT	29
Huntsman Advanced Materials (Switzerland) GmbH	CHE-110.141.134.MWST	76
Huntsman Adv Mat (Switzerland) GmbH c/o Textile Effects	CH655277 + Multiple VAT	51
Huntsman (Germany) GmbH	DE812720064	74
Huntsman Advanced Materials (Deutschland) GmbH	DE216164464	82

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Huntsman-Textile-Effects (Germany)-GmbH	DE127496056	87
Huntsman-Advanced-Materials (Spain)-S.L.	ESB62096177	80
Huntsman-Advanced-Materials-SAS	FR504250042017	72
Huntsman-Advanced-Materials (UK)-Ltd	GB750927617	64
Huntsman-Surface-Sciences (UK)-Ltd	GB765042534	66
Huntsman-Corporation-UK-Ltd	GB645225153	65
Huntsman-Polyurethanes (UK)-Ltd	GB277271872	78
Huntsman-Corporation-Hungary-Zrt	HU10301340	75
Huntsman-Gomet-S.r.l.	IT1169020014	69
Huntsman-Advanced-Materials (Italy)-S.r.l.	IT02573120124	63
Huntsman-Patrica-S.r.l.	IT04525600209	74
Huntsman-Holland-B.V.	NL001855062B01 + Multiple-VAT	28
Huntsman-Egypt-LLC	EG602.297.435	N/A
Vantico-Group-SARL	LU23153647	N/A

- Supplier's full legal company name, physical address, banking details and remittance address
- PO number – The PO number must be included on the invoice.
- For non-PO invoices – Be sure to mention the contact person in Huntsman on the invoice.
- Document labeled as either "INVOICE" or "CREDIT" or "DEBIT NOTE".
- The value on a credit note should be a negative value
- Vendor invoice number – Unique number assigned by the vendor.
- Invoice date – Date the invoice
- Full legal Huntsman name as mentioned in a Purchase Order (PO) and division

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- 9. Valid Huntsman sold-to, ship-to, and send invoice to location –
- 10. **Itemized description of goods and/or services**
- 11. **Total amount due** – Currency code if different than originating country currency.
- 12. **Price** – Cost per item and extended cost as outlined in the PO and/or any contract/agreement.
 - a. **Additional Fees** - Any additional charges not included on the PO are unauthorized
 - b. **Tax amounts (IVA, GST, HST, VAT, BTW, Tariffs)** – must be shown as a separately
- 13. **Freight** – should be submitted and billed on a separate invoice
- 14. **Proof of delivery (POD)** – Huntsman may require

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Send invoices to the email address below based on the ship-to / arrival location:

<u>AMER / Americas</u>	<u>americasinvoice@ap.huntsman.com</u>	<u>APAC /Asia (English)</u>	<u>apacinvoice@ap.huntsman.com</u>
<u>EMEA / Europe</u>	<u>emeainvoice@ap.huntsman.com</u>	<u>APAC /Asia (Non-English)</u>	<u>cniptwinvoice@ap.huntsman.com</u>

For invoice assistance contact our help desk:

<u>AMER / Americas</u>	<u>aphelpdeskamericas@ap.huntsman.com</u>	<u>APAC /Asia (English)</u>	<u>aphelpdeskAPAC@ap.huntsman.com</u>
<u>EMEA / Europe</u>	<u>aphelpdeskEAME@ap.huntsman.com</u>	<u>APAC /Asia (Non-English)</u>	<u>aphelpdeskAPAC@ap.huntsman.com</u>

Appendix II

<u>Division</u>	<u>Legal entity / Bill to</u>	<u>Invoice to address</u>	<u>VAT Registration Number</u>
<u>ADMAT</u>	<u>Huntsman Advanced Materials (Austria) GmbH</u> <u>Wollzeile 24/18</u> <u>1010 Wien</u> <u>Austria</u>	<u>Huntsman Advanced Materials (Austria) GmbH</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 77</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>ATU48815402</u>

<u>PP</u>	<u>Huntsman (Belgium) BV</u> <u>Grijpenlaan 18,</u> <u>3300 Tienen,</u> <u>Belgium</u>	<u>Huntsman (Belgium) BV</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 79</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>BE0466256927</u>	Formatted: German (Germany)
<u>PP</u>	<u>Huntsman (Europe) BV</u> <u>Grijpenlaan 18,</u> <u>3300 Tienen,</u> <u>Belgium</u>	<u>Huntsman (Europe) BV</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 84</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>BE0468807829</u>	Formatted: German (Germany)
<u>PP</u>	<u>Huntsman Textile Effects</u> <u>(Belgium) BV</u> <u>Grijpenlaan 18,</u> <u>3300 Tienen,</u> <u>Belgium</u>	<u>Huntsman Textile Effects</u> <u>(Belgium) BV</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 83</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>BE0864745991</u>	Formatted: German (Germany)
<u>ADMAT</u>	<u>Huntsman Advanced Materials</u> <u>(Europe) BV</u> <u>Grijpenlaan 18,</u> <u>3300 Tienen,</u> <u>Belgium</u>	<u>Huntsman Advanced Materials</u> <u>(Europe) BV</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO Box 29</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>Multiple VAT</u>	
<u>ADMAT</u>	<u>Huntsman Advanced Materials</u> <u>(Switzerland) GmbH</u> <u>Klybeckstrasse 200</u> <u>4057 Basel</u> <u>Switzerland</u>	<u>Huntsman Advanced Materials</u> <u>(Switzerland) GmbH</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 76</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>CHE-110.141.134 MWST</u>	

<u>Division</u>	<u>Legal entity / Bill to</u>	<u>Invoice to address</u>	<u>VAT Registration Number</u>
<u>ADMAT</u>	<u>Huntsman Advanced Materials</u> <u>(Switzerland) Sarl</u> <u>Route de l'Île-au-bois</u> <u>1870 Monthey</u> <u>Switzerland</u>	<u>Huntsman Advanced Materials</u> <u>(Switzerland) GmbH</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 76</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>CHE-110.141.134</u> <u>MWST</u>

PP	<u>Huntsman (Germany) GmbH</u> <u>Betriebstaette Osnabrueck</u> <u>Hafenringstrasse 1</u> <u>D-49090 Osnabrueck</u> <u>Germany</u>	<u>Huntsman (Germany) GmbH,</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 71</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>DE812720061</u>
PP	<u>Huntsman (Germany) GmbH</u> <u>Land-Au 30</u> <u>D-94469 Deggendorf</u> <u>Germany</u>	<u>Huntsman (Germany) GmbH,</u> <u>Werk Deggendorf</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 71</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>DE812720061</u>
ADMAT	<u>Huntsman Advanced Materials</u> <u>(Deutschland) GmbH</u> <u>Ernst-Schering-Str. 14</u> <u>59192 Bergkamen</u> <u>Germany</u>	<u>Huntsman Advanced Materials</u> <u>(Deutschland) GmbH</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 82</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>DE216164461</u>
ADMAT	<u>Huntsman Advanced Materials</u> <u>(Deutschland) GmbH</u> <u>Trottäcker 24-26</u> <u>79713 Bad Säckingen</u> <u>Germany</u>	<u>Huntsman Advanced Materials</u> <u>(Deutschland) GmbH</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 82</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>DE216164461</u>
PU	<u>Huntsman International (Germany)</u> <u>GmbH</u> <u>Burohaus an der Alten Oper,</u> <u>Neue Mainzer Strasse 75, 60311</u> <u>Frankfurt am Main</u>	<u>Huntsman International</u> <u>(Germany) GmbH</u> <u>Burohaus an der Alten Oper,</u> <u>Neue Mainzer Strasse 75, 60311</u> <u>Frankfurt am Main</u>	<u>DE311520287</u>
PU	<u>Huntsman International (Germany)</u> <u>GmbH</u> <u>Land-Au 30</u> <u>D-94469 Deggendorf</u> <u>Germany</u>	<u>Huntsman International</u> <u>(Germany) GmbH</u> <u>Land-Au 30</u> <u>D-94469 Deggendorf</u> <u>Germany</u>	<u>DE311520287</u>

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Division	Legal entity / Bill to	Invoice to address	VAT Registration Number
PU	<u>Huntsman Egypt LLC</u> <u>The Hive - Office No. 03-Plot 185</u> <u>Second Sector - City Center - Fifth</u> <u>Settlement</u> <u>New Cairo, Cairo</u> <u>Egypt</u>	<u>Huntsman Egypt LLC</u> <u>The Hive - Office No. 03-Plot 185</u> <u>Second Sector - City Center - Fifth</u> <u>Settlement</u> <u>New Cairo, Cairo</u> <u>Egypt</u>	<u>602-297-435</u>

<u>ADMAT</u>	<u>Huntsman Advanced Materials (Spain) SL</u> <u>Avda de Arostegui s/n</u> <u>Apartado 94</u> <u>31009 Pamplona</u> <u>Spain</u>	<u>Huntsman Advanced Materials (Spain) SL</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 80</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>B62096177</u>
<u>ADMAT</u>	<u>Huntsman Advanced Material (France) sas.</u> <u>47, Rue Marcel Dassault</u> <u>92100 BOULOGNE BILLANCOURT</u> <u>FRANCE</u>	<u>Huntsman Adv. Mat. (France) sas.</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 72</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>FR50425042017</u>
<u>ADMAT</u>	<u>Huntsman Advanced Materials (UK) Ltd</u> <u>Ickleton Road, Duxford,</u> <u>Cambridgeshire, CB22 4XQ</u> <u>United Kingdom</u>	<u>Huntsman Advanced Materials (UK) Ltd</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 64</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>GB 750 9276 17</u>
<u>PP</u>	<u>Huntsman Surface Sciences UK Ltd</u> <u>Ickleton Road, Duxford,</u> <u>Cambridgeshire, CB22 4XQ</u> <u>United Kingdom</u>	<u>Huntsman Surface Sciences (UK) Ltd</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 66</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>GB 765 0425 34</u>
<u>PP</u>	<u>Huntsman Corporation UK Ltd</u> <u>Llanelli Plant, Bynea,</u> <u>Llanelli, Dyfed</u> <u>SA14 9TE</u> <u>United Kingdom</u>	<u>Huntsman Corporation UK Ltd</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 65</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>GB 645 2251 53</u>

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<u>Division</u>	<u>Legal entity / Bill to</u>	<u>Invoice to address</u>	<u>VAT Registration Number</u>
<u>PP</u>	<u>Huntsman Corporation (Hungary)</u> <u>(Performance Products</u> <u>Manufacturing)</u> <u>P.O. Box 449</u> <u>Petfurdo H-8105</u> <u>Hungary</u>	<u>Huntsman Corporation (Hungary)</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 75</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>HU10301340</u>

<u>PP</u>	<u>Huntsman Gomet S.R.L.</u> <u>Strada Tomboleto, 12</u> <u>10010 Azeglio (TO)</u> <u>Italy</u>	<u>Huntsman Gomet S.R.L.</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 69</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>IT11694020014</u>
<u>ADMAT</u>	<u>Huntsman Advanced Materials</u> <u>(Italy) Srl</u> <u>Strada Tomboleto, 12</u> <u>10010 Azeglio (TO)</u> <u>Italy</u>	<u>Huntsman Advanced Materials</u> <u>(Italy) Srl</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 63</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>IT02573120124</u>
<u>PP</u>	<u>Huntsman Patrica SRL</u> <u>Via Cavour 50</u> <u>46043 Castiglione delle Stiviere</u> <u>Italy</u>	<u>Huntsman Patrica SRL</u> <u>c/o Iron Mountain s.r.o.</u> <u>PO BOX 74</u> <u>82015 Bratislava</u> <u>Slovakia</u>	<u>IT01525600209</u>
<u>Corporate</u>	<u>Vantico Group S.à r.l.</u> <u>51, Boulevard Grande-Duchesse</u> <u>Charlotte</u> <u>1331 Luxembourg</u>	<u>Vantico Group S.à r.l.</u> <u>51, Boulevard Grande-Duchesse</u> <u>Charlotte</u> <u>1331 Luxembourg</u>	<u>LU23153647</u>
<u>PP</u>	<u>Huntsman Holland BV</u> <u>Postbus 1020</u> <u>3180 AA Rozenburg</u> <u>Nederland</u>	<u>Huntsman Holland BV</u> <u>c/o Iron Mountain Slovakia</u> <u>s.r.o</u> <u>PO Box 28</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>Multiple VAT</u>

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<u>Division</u>	<u>Legal entity / Bill to</u>	<u>Invoice to address</u>	<u>VAT Registration Number</u>
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<u>PP</u>	<u>Huntsman Holland BV</u> <u>Merseyweg 10</u> <u>3197 KG Rotterdam-Botlek</u> <u>Nederland</u>	<u>Huntsman Holland BV</u> <u>c/o Iron Mountain Slovakia s.r.o</u> <u>PO Box 28</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>Multiple VAT</u>
<u>PP</u>	<u>Huntsman Holland BV</u> <u>PO box 1020</u> <u>3180 AA Rotterdam/Botlek</u> <u>Nederland</u>	<u>Huntsman Holland BV</u> <u>c/o Iron Mountain Slovakia s.r.o</u> <u>PO Box 28</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>Multiple VAT</u>
<u>PP</u>	<u>Huntsman Holland BV</u> <u>Merseyweg 10</u> <u>3197 KG Rozenburg</u>	<u>Huntsman Holland BV</u> <u>c/o Iron Mountain Slovakia s.r.o</u> <u>PO Box 28</u> <u>820 15 Bratislava</u> <u>Slovakia</u>	<u>Multiple VAT</u>
<u>Corporate</u>	<u>Huntsman (Poland) Sp.zo.o</u> <u>ul. Pawia 9</u> <u>31-154 Krakow</u> <u>Poland</u>	<u>Huntsman (Poland) Sp.zo.o</u> <u>ul. Pawia 9</u> <u>31-154 Krakow</u> <u>Poland</u>	<u>PL 957-08-05-739</u>
<u>Corporate</u>	<u>Huntsman (Poland) Sp.zo.o</u> <u>ul. Pawia 21</u> <u>31-154 Krakow</u> <u>Poland</u>	<u>Huntsman (Poland) Sp.zo.o</u> <u>ul. Pawia 21</u> <u>31-154 Krakow</u> <u>Poland</u>	<u>PL 957-08-05-739</u>

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Appendix III

Sample Invoice

Below is an example of an invoice that includes all of the proper elements required for Huntsman to validate and pay an invoice.

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Your company name Address and registration number		Perfect Invoice Company New Street 1 London WC2H 7LH United Kingdom VAT: GB1Z1 458758		Invoice 93947190		
Invoice No. 93947190 Invoice Date 15.08.2018 Sales order 1789370 Delivery No. 72522714	Invoice number Invoice Date Delivery Number	Customer Order No. 4501023501 Purchase Order Date 18.08.2018 VAT number CHE-112.588.196 Customer contact Huntsman purchasing / site contact Sales organisation BE20 Customer code 30116	Correct PO Number Huntsman contact person			
Mailing address Iron Mountain S.R.O. C/O Huntsman advanced material Po Box 28 SK-820 15 Bratislava Slovakia Invoicee Huntsman Advanced Materials Europe Bvba Everslaan 45 3078 Everberg Belgium Vat Reg. No. BE0468753884		Mailing address for paper invoices		Delivery address Huntsman advanced materials Euope Usine De Monthey Rue de l'ille au bois CH-1870 Monthey Switzerland Huntsmanshipping address		
Ordering Huntsman legal entity registration number						
In case of queries please contact contact person Leo Adams		contact for invoice queries		Email invoicecare@thepperfectinvoicecompany.com Tel +41 191112233		
Plant description Dispatch date Mode of transport Transporter Container Shipping Marks Incoterms Delivery point Total Gross Weight Total Net weight	Huntsman Advanced Materials Europe 25.08.2018 road transport On time delivery BQ87583369 None DDP Monthey Building A1 19.620 Kg 19.620 Kg	Payment to be received by Payment terms Payment Method Please Pay to: Bank Acc Nr. Swift Code Iban-Nr. Remittance address	15.10.2018 60 days Bank Transfer JP Morgan Strawingskylaan 1135 1077 Amsterdam 209973005 CHASN2X NL09CHAS029973005 remittance@thepperfectinvoicecompany.com	All possible bank accounts Remittance address		
Packing, freight, additional costs Quantity and Unit of measure Description of goods/ materials						
Line 1	Prod Code 252287	Mat Description KTJ-568	Net weight 19,620.00	Price € 20.00	Unit Kg	Amount € 392,400.00
			Rates / total amount/ net amount/ currency / Taxes/ VAT split up	Subtotal VAT 21% Total	€ 392,400.00 € 82,404.00 € 474,804.00	