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# Vendor Invoice Requirements

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TOOLKIT

Effective Date: June 1, 2026

HUNTSMAN CORPORATION | [WWW.HUNTSMAN.COM](http://WWW.HUNTSMAN.COM)

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# Introduction

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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

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**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.

# Invoice Requirements

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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.
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.
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**
4. **Vendor invoice number** – Unique number assigned by the vendor.
5. **Invoice date** – Date the invoice was created.
6. **Full legal Huntsman name as mentioned in a Purchase Order (PO) and division**
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 be 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.
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).
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.

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

## Additional Freight-Specific Invoice Requirements

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In addition to the requirements above, these additional freight-specific requirements must be 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.**

1. **Document labeled** as either “EXPORT” or “IMPORT” where applicable.
2. **Dates as applicable** - Including pick up date, departure date, arrival date, and delivery date.
3. **Mode of Transport and Service Level** - Options include Air Premium, Air CONSOL, Ocean LCL, Ocean FCL, Trucking LTL, Trucking FTL, Hotshot, etc.
4. **Incoterms** - for international movements (e.g., DAP ‘Houston’ Incoterms 2020).
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
6. **Proof of Approval** – Huntsman must authorize logistics requestor approvals made prior to movement on any charge billed to Huntsman that is not included in contract and/or price list.
7. **Commercial Invoice** – Required for any “customs clearance transaction” or “for any import transaction”
8. **Shipment Number** – Include the shipment number per line.

# United States ONLY Freight Requirements

For the US, please review the following chart and send invoices to the appropriate location.

Freight Type	AdMat	HPU	HPP	TPU
<b>Inbound</b>				
Huntsman/UF Arranged	Uber Freight	Uber Freight	Uber Freight	Uber Freight
Collect	Genpact	Genpact	Genpact	Genpact
Supplier arranged / Raw Material Purchases	Genpact	Genpact	Genpact	Genpact
Import	Uber Freight	Genpact	Genpact	Genpact
<b>Outbound</b>				
Domestic Truck	Uber Freight	Uber Freight	Uber Freight	Uber Freight
Export	Broussard	Broussard	Broussard	Broussard
Rail	N/A	Broussard	Broussard	Broussard
<b>Email Submission Addresses</b>				
<b>Broussard</b>	<a href="mailto:huntpet@broussardlogistics.com">huntpet@broussardlogistics.com</a>			
<b>Genpact</b>	<a href="mailto:americasinvoice@ap.huntsman.com">americasinvoice@ap.huntsman.com</a>			
<b>Uber Freight</b>	<a href="mailto:invoices@uberfreight.com">invoices@uberfreight.com</a>			

## Genpact Assistance:

- See US Guidelines below

## Broussard Assistance:

- **Support:** [support@broussardlogistics.com](mailto:support@broussardlogistics.com)
- **Status:** All carriers must first log into [www.newblims.com](http://www.newblims.com) prior to contacting Huntsman or Broussard to check invoice status

## Uber Freight Assistance:

- **Support:** [Huntsman@uberfreight.com](mailto:Huntsman@uberfreight.com)
- **Carrier Inquires:** [Freight.Audit@uberfreight.com](mailto:Freight.Audit@uberfreight.com)
- If you would like to register with Uber Freight, please contact [Huntsman@uberfreight.com](mailto:Huntsman@uberfreight.com)

## 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.**

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.

## 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.

### Special Instructions:

- **Invoices that do not display the Huntsman PO number will be rejected and 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.

## 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.**

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.

## 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 in the future.

## Regional/Country-Specific Links

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[Americas](#)

[Asia-Pacific](#)

[Europe/Middle East/Africa](#)

## Regional/Country-Specific Guidance

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### Huntsman Invoice Guidelines for the Americas

#### Digital Invoices:

US, Canada, and Costa Rica - [americasinvoice@ap.huntsman.com](mailto:americasinvoice@ap.huntsman.com)

#### Special Requirements:

All invoices should include **banking** (routing and bank account numbers) and the **tax identification number**. This information is used to validate that the invoice matches our vendor details and prevent fraud.

#### Hard Copy Invoices:

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](mailto:aphelpdeskamericas@ap.huntsman.com)

#### Call toll-free:

For more information and assistance:

1 800 201 2431 – United States

00 800 0825 1067 – Costa Rica

+1 443 727 7762 – Other Countries

+44 20 8163 7797 – Other Countries

Languages supported - English

### Central and South America

### Hard Copy Invoices:

Hard copies can 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, , Singapore, Hong Kong, , India, - [apacinvoice@ap.huntsman.com](mailto:apacinvoice@ap.huntsman.com)

**Electronic invoices in China** - [cnjptwinvoice@ap.huntsman.com](mailto:cnjptwinvoice@ap.huntsman.com)

All vendor invoices for Japan, Malaysia, Taiwan – - [apacinvoice@ap.huntsman.com](mailto: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 & Malaysia

### Help Desk:

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

All Asia Countries - [aphelpdeskAPAC@ap.huntsman.com](mailto:aphelpdeskAPAC@ap.huntsman.com)

### Call toll-free:

**For more information and assistance:**

1 800 10 24449 – India

006 800 0825 1067 – 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](mailto: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 (Import)** - Invoice copy along with the set of documents needs to be provided to Huntsman Buyers/ Supply Chain associates.

**Call toll-free:**

**For more information and assistance:**

0011 800 0825 1067 – Australia / NZ

Languages Supported - English

## China

**Digital Invoices:**

All electronic invoices should be emailed directly to [cnjptwinvoice@ap.huntsman.com](mailto:cnjptwinvoice@ap.huntsman.com).

**Hard Copy Invoices:**

**For all Huntsman China legal entities**, invoices (non-electronic invoices) should be sent to Huntsman Finance Department at Panyu Guangzhou, China to the address below. Please follow the instructions you receive.

***Huntsman Finance Department, Accounts Payable***

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

## 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](mailto: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](mailto: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](mailto: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*

*India*

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

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

## Japan

### Digital Copy Invoices:

Original electronic invoice should be sent to email address – [cnjptwinvoice@ap.huntsman.com](mailto:cnjptwinvoice@ap.huntsman.com). and copy your local Huntsman contact at the same time.

## Malaysia

Digital Invoices: Are preferred: [cnjptwinvoice@ap.huntsman.com](mailto:cnjptwinvoice@ap.huntsman.com)

### 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 : [apacinvoice@ap.huntsman.com](mailto:apacinvoice@ap.huntsman.com)

## Taiwan

Digital Invoices: Are preferred [cnjptwinvoice@ap.huntsman.com](mailto:cnjptwinvoice@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*

## Huntsman Invoice Guidelines for Europe, Middle East & Africa

### Digital Invoices:

All European and Middle East countries without mandatory tax portal requirements - [emeainvoice@ap.huntsman.com](mailto:emeainvoice@ap.huntsman.com)

See **Appendix II** for legal entity addresses and VAT information

### E-Invoices / Tax Portal Invoices:

**Belgium** where e-invoicing / tax portal requirements apply:

- Please Submit Invoice through Peppol Network
- Please add Purchase Order number on the invoice submitted in Peppol.
- Huntsman Peppol ID as below:

Company Code	NAME	PEPPOL ParticipantID
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

**Poland** where e-invoicing / tax portal requirements apply:

- Please Submit Invoice through KSeF Portal
- Please add Purchase Order number on the invoice submitted in KSeF Portal.

**Hard Copy Invoices:**

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 - [aphelpdeskEAME@ap.huntsman.com](mailto:aphelpdeskEAME@ap.huntsman.com)

**Call toll-free:**

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

00 800 0825 1067 - Austria	00 800 0825 1067 - Belgium
00 800 0825 1067 – France	00 800 0825 1067 – Germany
00 800 0825 1067 – Hungary	00 800 0825 1067 – Italy
00 800 0825.1067 – Luxembourg	00 800 0825 1067 – The Netherlands
00 48 800 675 047 – Poland	00 800 0825.1067 – Spain
00 800 0825 1067 – Switzerland	00 800 0825 1067 – United Kingdom
+1 443 727 7762 – Other Countries	+44 20 8163 7797 – Other Countries

**Languages supported – English**

# Appendix I

## Summary Invoice Requirements

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

All invoices must include:

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

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

AMER / Americas	<a href="mailto:americasinvoice@ap.huntsman.com">americasinvoice@ap.huntsman.com</a>	APAC /Asia (English)	<a href="mailto:apacinvoice@ap.huntsman.com">apacinvoice@ap.huntsman.com</a>
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EMEA / Europe	<a href="mailto:emeainvoice@ap.huntsman.com">emeainvoice@ap.huntsman.com</a>	APAC /Asia (Non-English)	<a href="mailto:cnjptwinvoice@ap.huntsman.com">cnjptwinvoice@ap.huntsman.com</a>
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For invoice assistance contact our help desk:

AMER / Americas	<a href="mailto:aphelpdeskamericas@ap.huntsman.com">aphelpdeskamericas@ap.huntsman.com</a>	APAC /Asia (English)	<a href="mailto:aphelpdeskAPAC@ap.huntsman.com">aphelpdeskAPAC@ap.huntsman.com</a>
EMEA / Europe	<a href="mailto:aphelpdeskEAME@ap.huntsman.com">aphelpdeskEAME@ap.huntsman.com</a>	APAC /Asia (Non-English)	<a href="mailto:aphelpdeskAPAC@ap.huntsman.com">aphelpdeskAPAC@ap.huntsman.com</a>

## Appendix II

Division	Legal entity / Bill to	Invoice to address	VAT Registration Number
ADMAT	Huntsman Advanced Materials (Austria) GmbH Wollzeile 24/18 1010 Wien Austria	Huntsman Advanced Materials (Austria) GmbH c/o Iron Mountain s.r.o. PO BOX 77 82015 Bratislava Slovakia	ATU48815402
PP	Huntsman (Belgium) BV Grijpenlaan 18, 3300 Tienen, Belgium	Huntsman (Belgium) BV c/o Iron Mountain s.r.o. PO BOX 79 82015 Bratislava Slovakia	BE0466256927
PP	Huntsman (Europe) BV Grijpenlaan 18, 3300 Tienen, Belgium	Huntsman (Europe) BV c/o Iron Mountain s.r.o. PO BOX 84 82015 Bratislava Slovakia	BE0468807829
PP	Huntsman Textile Effects (Belgium) BV Grijpenlaan 18, 3300 Tienen, Belgium	Huntsman Textile Effects (Belgium) BV c/o Iron Mountain s.r.o. PO BOX 83 82015 Bratislava Slovakia	BE0864745991

ADMAT	Huntsman Advanced Materials (Europe) BV Grijpenlaan 18, 3300 Tienen, Belgium	Huntsman Advanced Materials (Europe) BV c/o Iron Mountain s.r.o. PO Box 29 820 15 Bratislava Slovakia	Multiple VAT
ADMAT	Huntsman Advanced Materials (Switzerland) GmbH Klybeckstrasse 200 4057 Basel Switzerland	Huntsman Advanced Materials (Switzerland) GmbH c/o Iron Mountain s.r.o. PO BOX 76 82015 Bratislava Slovakia	CHE-110.141.134 MWST

Division	Legal entity / Bill to	Invoice to address	VAT Registration Number
ADMAT	Huntsman Advanced Materials (Switzerland) Sàrl Route de l'Ile-au-bois 1870 Monthey  Switzerland	Huntsman Advanced Materials (Switzerland) GmbH c/o Iron Mountain s.r.o. PO BOX 76 82015 Bratislava Slovakia	CHE-110.141.134 MWST
PP	Huntsman (Germany) GmbH Betriebstaette Osnabrueck Hafenringstrasse 1 D-49090 Osnabrueck Germany	Huntsman (Germany) GmbH, c/o Iron Mountain s.r.o. PO BOX 71 820 15 Bratislava Slovakia	DE812720061
PP	Huntsman (Germany) GmbH Land-Au 30 D-94469 Deggendorf Germany	Huntsman (Germany) GmbH, Werk Deggendorf c/o Iron Mountain s.r.o. PO BOX 71 820 15 Bratislava Slovakia	DE812720061
ADMAT	Huntsman Advanced Materials (Deutschland) GmbH Ernst-Schering-Str. 14 59192 Bergkamen Germany	Huntsman Advanced Materials (Deutschland) GmbH c/o Iron Mountain s.r.o. PO BOX 82 82015 Bratislava Slovakia	DE216164461

ADMAT	Huntsman Advanced Materials (Deutschland) GmbH Trottäcker 24-26 79713 Bad Säckingen Germany	Huntsman Advanced Materials (Deutschland) GmbH c/o Iron Mountain s.r.o. PO BOX 82 82015 Bratislava Slovakia	DE216164461
PU	Huntsman International (Germany) GmbH Burohaus an der Alten Oper, Neue Mainzer Strasse 75, 60311 Frankfurt am Main	Huntsman International (Germany) GmbH Burohaus an der Alten Oper, Neue Mainzer Strasse 75, 60311 Frankfurt am Main	DE311520287
PU	Huntsman International (Germany) GmbH Land-Au 30 D-94469 Deggendorf Germany	Huntsman International (Germany) GmbH Land-Au 30 D-94469 Deggendorf Germany	DE311520287

Division	Legal entity / Bill to	Invoice to address	VAT Registration Number
PU	Huntsman Egypt LLC The Hive - Office No. 03-Plot 185 Second Sector - City Center - Fifth Settlement New Cairo, Cairo Egypt	Huntsman Egypt LLC The Hive - Office No. 03-Plot 185 Second Sector - City Center - Fifth Settlement New Cairo, Cairo Egypt	602-297-435
ADMAT	Huntsman Advanced Materials (Spain) SL Avda de Arostegui s/n Apartado 94 31009 Pamplona Spain	Huntsman Advanced Materials (Spain) SL c/o Iron Mountain s.r.o. PO BOX 80 820 15 Bratislava Slovakia	B62096177
ADMAT	Huntsman Advanced Material (France) sas. 47, Rue Marcel Dassault 92100 BOULOGNE BILLANCOURT FRANCE	Huntsman Adv. Mat. (France) sas. c/o Iron Mountain s.r.o. PO BOX 72 82015 Bratislava Slovakia	FR50425042017
ADMAT	Huntsman Advanced Materials (UK) Ltd Ickleton Road, Duxford, Cambridgeshire, CB22 4XQ United Kingdom	Huntsman Advanced Materials (UK) Ltd c/o Iron Mountain s.r.o. PO BOX 64 82015 Bratislava Slovakia	GB 750 9276 17

PP	Huntsman Surface Sciences UK Ltd Ickleton Road, Duxford, Cambridgeshire, CB22 4XQ United Kingdom	Huntsman Surface Sciences (UK) Ltd c/o Iron Mountain s.r.o. PO BOX 66 82015 Bratislava Slovakia	GB 765 0425 34
PP	Huntsman Corporation UK Ltd Llanelli Plant, Bynea, Llanelli, Dyfed SA14 9TE United Kingdom	Huntsman Corporation UK Ltd c/o Iron Mountain s.r.o. PO BOX 65 82015 Bratislava Slovakia	GB 645 2251 53

Division	Legal entity / Bill to	Invoice to address	VAT Registration Number
PP	Huntsman Corporation (Hungary) (Performance Products Manufacturing) P.O. Box 449 Petfurdo H-8105 Hungary	Huntsman Corporation (Hungary) c/o Iron Mountain s.r.o. PO BOX 75 82015 Bratislava Slovakia	HU10301340
PP	Huntsman Gomet S.R.L. Strada Tomboleto, 12 10010 Azeglio (TO) Italy	Huntsman Gomet S.R.L. c/o Iron Mountain s.r.o. PO BOX 69 82015 Bratislava Slovakia	IT11694020014
ADMAT	Huntsman Advanced Materials (Italy) Srl Strada Tomboleto, 12 10010 Azeglio (TO) Italy	Huntsman Advanced Materials (Italy) Srl c/o Iron Mountain s.r.o. PO BOX 63 82015 Bratislava Slovakia	IT02573120124
PP	Huntsman Patrica SRL Via Cavour 50 46043 Castiglione delle Stiviere Italy	Huntsman Patrica SRL c/o Iron Mountain s.r.o. PO BOX 74 82015 Bratislava Slovakia	IT01525600209

<b>Corporate</b>	<b>Vantico Group S.à r.l. 51, Boulevard Grande-Duchesse Charlotte 1331 Luxembourg</b>	<b>Vantico Group S.à r.l. 51, Boulevard Grande-Duchesse Charlotte 1331 Luxembourg</b>	<b>LU23153647</b>
<b>PP</b>	<b>Huntsman Holland BV Postbus 1020 3180 AA Rozenburg Nederland</b>	<b>Huntsman Holland BV c/o Iron Mountain Slovakia s.r.o PO Box 28 820 15 Bratislava Slovakia</b>	<b>Multiple VAT</b>

<b>Division</b>	<b>Legal entity / Bill to</b>	<b>Invoice to address</b>	<b>VAT Registration Number</b>
<b>PP</b>	<b>Huntsman Holland BV Merseyweg 10 3197 KG Rotterdam-Botlek Nederland</b>	<b>Huntsman Holland BV c/o Iron Mountain Slovakia s.r.o PO Box 28 820 15 Bratislava Slovakia</b>	<b>Multiple VAT</b>
<b>PP</b>	<b>Huntsman Holland BV PO box 1020 3180 AA Rotterdam/Botlek Nederland</b>	<b>Huntsman Holland BV c/o Iron Mountain Slovakia s.r.o PO Box 28 820 15 Bratislava Slovakia</b>	<b>Multiple VAT</b>
<b>PP</b>	<b>Huntsman Holland BV Merseyweg 10 3197 KG Rozenburg</b>	<b>Huntsman Holland BV c/o Iron Mountain Slovakia s.r.o PO Box 28 820 15 Bratislava Slovakia</b>	<b>Multiple VAT</b>

Corporate	Huntsman (Poland) Sp.zo.o ul. Pawia 9 31-154 Krakow Poland	Huntsman (Poland) Sp.zo.o ul. Pawia 9 31-154 Krakow Poland	PL 957-08-05-739
Corporate	Huntsman (Poland) Sp.zo.o ul. Pawia 21 31-154 Krakow Poland	Huntsman (Poland) Sp.zo.o ul. Pawia 21 31-154 Krakow Poland	PL 957-08-05-739

## Appendix III

### Sample Invoice

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

<b>Your company name</b> Address and registration number		Perfect Invoice Company New Street 1 London WC2H 7LH United Kingdom VAT: GB121 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																																							
<b>Mailing address</b> Iron Mountain S.R.O. C/O Huntsman advanced material Po Box 28 SK-820 15 Bratislava Slovakia <b>Invoicee</b> Huntsman Advanced Materials Europe Bvba Everslaan 45 3078 Everberg Belgium Vat Reg. No. BE0468753884		<b>Mailing address for paper invoices</b>	<b>Delivery address</b> Huntsman advanced materials Euope Usine De Monthey Rue de l'ille au bois CH-1870 Monthey Switzerland	Huntsman shipping address																																						
Ordering Huntsman legal entity registration number		In case of queries please contact contact person Leo Adams Email invoicecare@thepperfectinvoicecompany.com Tel +41 191112233																																								
Plant description Huntsman Advanced Materials Europe Dispatch date 25.08.2018 Mode of transport road transport Transporter On time delivery Container BQB7583369 Shipping Marks None Incoterms DDP Delivery point Monthey Building A1 Total Gross Weight 19.620 Kg Total Net weight 19.620 Kg	Packing, freight, additional costs Quantity and Unit of measure Description of goods/ materials	Payment to be received by 15.10.2018 Payment terms 60 days Payment Method Bank Transfer Please Pay to: JP Morgan Strawingskylaan 1135 1077 Amsterdam Bank Acc Nr. 209973005 Swift Code CHASN2X Iban-Nr. NL09CHAS029973005 Remittance adress remittance@thepperfectinvoicecompany.com	All possible bank accounts Remittance address																																							
<table border="1"> <thead> <tr> <th>Line</th> <th>Prod Code</th> <th>Mat Description</th> <th>Net weight</th> <th>Price</th> <th>Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>252287</td> <td>KTJ-568</td> <td>19,620.00</td> <td>€ 20.00</td> <td>Kg</td> <td>€ 392,400.00</td> </tr> <tr> <td colspan="6"></td> <td>Subtotal</td> <td>€ 392,400.00</td> </tr> <tr> <td colspan="6"></td> <td>VAT 21%</td> <td>€ 82,404.00</td> </tr> <tr> <td colspan="6"></td> <td><b>Total</b></td> <td><b>€ 474,804.00</b></td> </tr> </tbody> </table>	Line	Prod Code	Mat Description	Net weight	Price	Unit	Amount	1	252287	KTJ-568	19,620.00	€ 20.00	Kg	€ 392,400.00							Subtotal	€ 392,400.00							VAT 21%	€ 82,404.00							<b>Total</b>	<b>€ 474,804.00</b>	Rates / total amount/ net amount / currency/ Taxes/VAT split up			
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