Vendor Invoice Requirements

TOOLKIT

Effective Date: February 14, 2022
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 smooth 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.
**Invoice Requirements**

Supplier’s full legal company name, physical 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.

1. **PO number** – The PO number must be included on the invoice.
   
   a. **For non-PO invoices** – Be sure to mention the contact person in Huntsman on the invoice.

2. **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.

3. **Vendor invoice number** – Unique number assigned by the vendor.

4. **Invoice date** – Date the invoice was generated.

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

6. **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 the same as 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, or the service is performed.

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

8. **Total amount due** – Include currency code if different than originating country currency (e.g., UK supplier billing in US currency).
   
   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.

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

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### Additional Freight-Specific Invoice Requirements

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

1. **Dates as applicable** - Including pick up date, departure date, arrival date, and delivery date.

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

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

4. **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.

5. **Proof of Approval** – Huntsman authorized logistics requestor approval made prior to movement on any charge billed to Huntsman that is not included in contract and/or price list.

6. **Commercial Invoice** – Required for any “customs clearance transaction” or “for any import transaction”
Failure to Comply with Invoice Requirements

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

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:

- Only include one invoice per PDF attachment. All files must be unzipped.

- 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.

- The invoice should be the first page of the pdf with all supporting documentation following.

- 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.
Payment Terms

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.

Payment Method

Huntsman provides an electronic method for all payments.

Changes to Supplier Information

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 needed updates in the future.

Regional/Country-Specific Links

Americas

Asia-Pacific

Europe/Middle East/Africa

Regional/Country-Specific Guidance

Huntsman Invoice Guidelines for Asia Pacific

Digital Invoices:
For new invoices only:
apacinvoice@ap.huntsman.com – India, New Zealand, Australia, and Greater Asia
cnjptwinvoice@ap.huntsman.com – China, Japan, and Taiwan
Hard Copy Invoices:
Must be sent to local sites for the following countries (addresses and instructions can be found below):
Japan
Malaysia
Singapore
South Korea
Vietnam
Taiwan
Thailand

Help Desk:
For queries or assistance regarding invoices, statements, or payments:
aphelpdeskaustralia@ap.huntsman.com – Australia
aphelpdeskchina@ap.huntsman.com – China
aphelpdeskegypt@ap.huntsman.com – Egypt
aphelpdeskhongkong@ap.huntsman.com – Hong Kong
aphelpdeskindia@ap.huntsman.com – India
aphelpdeskindonesia@ap.huntsman.com – Indonesia
aphelpdeskjapan@ap.huntsman.com – Japan
aphelpdesksingapore@ap.huntsman.com – Singapore
aphelpdesktaipan@ap.huntsman.com – Taiwan

Call toll-free:
For more information and assistance:
1800 10 24449 – India
1800 119 613 - Australia

Australia and New Zealand

Invoices must be submitted as per below criteria:
For Indirect Material – Soft copy of the invoice needs to be sent to
aphelpdeskaustralia@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
aphelpdeskaustralia@ap.huntsman.com immediately upon physical dispatch of material.
For **Direct Material (Import)** - Invoice copy along with the set of documents needs to be provided to the Huntsman Buyers/ Supply Chain associates.

**China**

**Hard Copy Invoices:**
For all Huntsman China legal entities (except Shanghai Huntsman Polyurethanes Co., Ltd.), a hard copy of 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*

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.

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

**Hong Kong**

**Hard Copy Invoices:**
Hard copy invoices are required for all Huntsman legal entities in Hong Kong. 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**

Only a hard copy of an invoice will be accepted for payment processing.

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:
Huntsman International (India) Private Limited  
Source To Pay  
4th floor, Lighthall  
Saki Vihar Road  
Andheri (East), Mumbai 400072  

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.  

**Indonesia**  

Hard Copy Invoices:  
Invoices should be sent to local Huntsman Finance Department.  

**Huntsman Finance Department, Account payable**  
*PT. Huntsman Indonesia*  
*Jl. Raya Bogor Km 27.3, Jakarta 13710, Indonesia*  

**Japan**  

Hard Copy Invoices:  
Invoices should be sent to your local Huntsman contact.  

**Malaysia**  

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**  

Hard Copy Invoices:  
Invoices should be sent to your local Huntsman contact.
South Korea

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.

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

Taiwan

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.

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:
7F, 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
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.

**Vietnam**

**Hard Copy Invoices:**
Invoices should be sent to local Huntsman Finance Department at the address below.

**HUNTSMAN VIETNAM COMPANY LIMITED**
225/3 Street No 13, Long Binh (Amata) Industrial Park,
Dong Nai province, Vietnam

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

**Huntsman Invoice Guidelines for the Americas**

**Digital Invoices:**
For new invoices only:
americasinvoice@ap.huntsman.com – US and Canada

**Hard Copy Invoices:**
Must be sent to local sites for the following countries (addresses and instructions can be found below):
Central and South American Countries

**Help Desk:**
For queries or assistance regarding invoices, statements, or payments:
aphelpdeskamericas@ap.huntsman.com – US and Canada

**Call toll-free:**
For more information and assistance:
1- 877-761-2967 – US and Canada

**United States and Canada**

**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.

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 Europe, Middle East & Africa

Digital Invoices:
For new invoices only:
eameinvoice@ap.huntsman.com – All European and Middle East countries

Hard Copy Invoices:
May be sent to Huntsman legal entities (addresses and instructions can be found below)

Help Desk:
For queries or assistance regarding invoices, statements, or payments:
aphelpdeskaustria@ap.huntsman.com – Austria
aphelpdeskbelgium@ap.huntsman.com – Belgium
aphelpdeskegypt@ap.huntsman.com – Egypt
aphelpdeskfrance@ap.huntsman.com – France
aphelpdeskgermany@ap.huntsman.com – Germany
aphelpdeskhungary@ap.huntsman.com – Hungary
aphelpdesklitaly@ap.huntsman.com – Italy
aphelpdeskluxembourg@ap.huntsman.com – Luxembourg
aphelpdesknetherlands@ap.huntsman.com – The Netherlands
aphelpdeskuk@ap.huntsman.com – United Kingdom
aphelpdeskwitzerland@ap.huntsman.com – Switzerland
aphelpdeskspain@ap.huntsman.com – Spain

Call toll-free:
For more information and assistance:
Hard Copy Invoices:
All original invoice copies must be sent to:

**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.

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<th>Legal Entity</th>
<th>VAT</th>
<th>PO-Box #</th>
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<tr>
<td>Huntsman Advanced Materials (Austria) GmbH</td>
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<td>Huntsman (Belgium) BVBA</td>
<td>BE0466256927</td>
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<td>Huntsman (Europe) BVBA</td>
<td>BE046807829</td>
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<td>Huntsman Textile Effects (Belgium) BVBA</td>
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<td>Huntsman Advanced Materials (Europe) BVBA</td>
<td>BE0468753884 + Multiple VAT</td>
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<td>Huntsman (Germany) GmbH</td>
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<tr>
<td>Huntsman Advanced Materials (Deutschland) GmbH</td>
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<td>Code</td>
<td>VAT Code</td>
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<td>Huntsman Advanced Materials (Spain) S.L.</td>
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<td>Huntsman Advanced Materials SAS</td>
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<td>Huntsman Surface Sciences (UK) Ltd</td>
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<td>Huntsman Polyurethanes (UK) Ltd</td>
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<td>Huntsman Holland B.V.</td>
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<td>Huntsman Textile Effects</td>
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Appendix

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.