



# Vendor Invoice Requirements

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TOOLKIT

Effective Date: JULY 1, 2023



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## Introduction

**This Vendor Invoice Requirements Kit replaces and supersedes all invoicing instructions from Archroma, 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 Archroma. 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 Archroma 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 Archroma 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 Archroma 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 address, banking details and remittance address** – If your invoice references a different location than the physical address, please be sure to let your Archroma associate know both addresses.

1. **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 Archroma 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.
  - b. **The value on a credit note should a negative value**
3. **Vendor invoice number** – Unique number assigned by the vendor.
4. **Invoice date** – Date the invoice.
5. **Full legal Archroma name as mentioned in a Purchase Order (PO) and division**
6. **Valid Archroma sold-to, ship-to, and send invoice to location** –
  - a. The **send invoice to** location should be the centralized inbox and is not 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. **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 Archroma 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 Archroma 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)** – Archroma may require proof of delivery prior to processing invoice payment.

## United States ONLY Freight Requirements

The US has additional requirements over other countries due to the use of an additional freight invoice management provider.

For all Freight Movements such as Assessorial charges, detention, demurrage, transloads or Rail movements, Broussard will be responsible, and Invoices can be sent to [Archroma@broussardlogistics.com](mailto:Archroma@broussardlogistics.com)

For other services such as Storage, Empty Movements, Shop freight, Customs charges and Terminal charges Genpact will be responsible, and Invoices can be sent to [americasinvoice@archroma.com](mailto:americasinvoice@archroma.com)

### Broussard Assistance:

- Support: [support@broussardlogistics.com](mailto:support@broussardlogistics.com)
- Status: ALL Carriers must first login to [www.newblims.com](http://www.newblims.com) prior to contacting Archroma or Broussard



## 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 Archroma's Vendor Invoicing Guidelines page on our website to find your specific country address.

### Special Instructions:

- **Invoices that do not display the Archroma PO number will be rejected and create delays in payment.**
- 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.** Invoices exceeding this requirement will be automatically rejected.
- The **invoice should be the first page of the pdf with all supporting documentation** following and in the SAME PDF. 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 Archroma'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 Archroma AP email address. Other Archroma 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.
- Unless otherwise specified (generally in the logistics area), please do not send invoices to a Archroma employee only. Invoices should be emailed to the Archroma AP email address which can be located below.
- Payment Method - Archroma provides an electronic method for all payments.



## Sample Invoice

Below is an example of an invoice that includes all of the proper elements required for Archroma 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	<b>Invoice number</b> <b>Invoice Date</b> <b>Delivery Number</b>	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	<b>Correct PO Number</b> <b>Huntsman contact person</b>			
<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</b> for paper invoices		<b>Delivery address</b> Huntsman advanced materials Euope Usine De Monthey Rue de l'ille au bois CH-1870 Monthey Switzerland <b>Huntsman shipping address</b>		
<b>Ordering</b> <b>Huntsman legal entity</b> <b>registration number</b>						
In case of queries please contact contact person Leo Adams		<b>contact for invoice queries</b>		Email invoicecare@theperfectinvoicecompany.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		<b>Packing, freight, additional costs</b> <b>Quantity and Unit of measure</b> <b>Description of goods/ materials</b>		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 address remittance@theperfectinvoicecompany.com		
				<b>All possible bank accounts</b> <b>Remittance address</b>		
Line	Prod Code	Mat Description	Net weight	Price	Unit	Amount
1	252287	KTJ-568	19,620.00	€	20.00 Kg	€ 392,400.00
<b>Rates / total amount/ net amount /</b> <b>currency/ Taxes/VAT split up</b>						Subtotal € 392,400.00 VAT 21% € 82,404.00 <b>Total € 474,804.00</b>