

|  |
| --- |
| Supplier Information |
| **Invoicing Covestro** |
| Description of the invoice process |

Version 5

November 2021

**Content**

1. [Introduction 3](#_TOC_250006)
2. [Invoice options 3](#_TOC_250005)
3. [Submitting an invoice 3](#_TOC_250004)
4. [Correct invoicing for on-time payment 4](#_TOC_250003)
5. [Payment terms 5](#_TOC_250002)
6. [Payment queries 5](#_TOC_250001)
7. [Appendix: Addresses & contacts per Covestro subsidiary 5](#_TOC_250000)

# Introduction

At Covestro we are committed to ensuring a timely and efficient payment of all our sup- pliers for goods and services provided while supporting our target of achieving environ- mental sustainability through the adoption of e-solutions.

This document provides basic information and key requirements to ensure a successful payment process.

# Invoice options

Covestro currently supports paper and electronic invoicing to process the payment of supplier invoices for payment. However, the company is committed to improving and automating the purchase-to-pay process and electronic data exchange is a key element of this strategy.

## E-invoicing

Covestro has various fully compliant solutions in place, which allow invoices to be re- ceived electronically all over the world. Electronic invoicing is one step being taken to improve the efficiency of invoice processing. To meet supplier and business needs alike, Covestro has partnered with external supplier networks in order to offer flexible solutions:

* ELEMICA Supply Chain Operating Network
* ARIBA’s cloud-based supplier portal
* ePDF platform

Advantages include faster processing, reduced postage and printing costs, monitoring of payment status and avoidance of lost invoices.

To receive more information about the different e-invoice solutions please contact [eInvoicing@covestro.com](mailto:eInvoicing@covestro.com)

## Paper-invoicing

Paper invoices sent to accounts payable department are scanned before being entered into the relevant systems. Therefore it is very important that the invoice document is of high quality and easy to read. We recommend that the invoice is on white A4 or US Let- ter size paper, clearly printed in black and white and that highlighter pens are not used.

# Submitting an invoice

Paper invoices should be sent to the address specified on the purchase order. In gen- eral, the invoice has to meet all legal requirements. Furthermore, to avoid delay in payment, it is important that the invoice includes the following mandatory information which should match the details provided in the purchase order (PO):

* The invoice must be addressed to the relevant Covestro company including the

correct company name and full address. The addresses of Covestro subsidiaries are listed in the appendix.

* The invoice must adhere to country-specific requirements predefined by legal regulations (e.g. VAT).
* Supplier’s full name and address
* The word “invoice” (or if a credit, the words “credit note”)
* Invoice number and invoice date
* Value and currency
* Description of goods and services supplied
* Covestro PO number and PO Item number (if applicable)
* Name and contact details of Covestro representative
* Any unique reference number or information requested by the Covestro repre- sentative
* The invoice must specify advance payments and final settlements, and always indicate already paid advance payments.

The invoice should list separately the net value of goods and services, the rate and amount of VAT, and the total/gross value of the invoice.

Please note that any invoice which does not comply with the above requirements will be returned to the supplier for resubmission. This may lead to a delay in payment.

# Correct invoicing for on-time payment

To ensure timely and accurate handling of your delivery and payment of your invoice(s), we request that all suppliers fully comply with the following instructions:

* Only one purchase order (PO) should be billed per invoice.
* The invoice should match the PO (e.g., if the PO is split into separate line items; the invoice should also be split into separate line items).
* Unit price, unit of measurement and currency must be the same as on the PO.
* PO line item number needs to be referenced on each invoice line item.
* Invoice payment terms must match PO payment terms.
* The bill of lading or packing slip number is helpful to streamline internal process- es.
* Valid bank account data must be included on the invoice.

Any missing information or deviations from the above can lead to longer internal pro- cessing times which therefore may lead to delays in payment.

# Payment terms

Payment terms are negotiated with suppliers in advance. Invoices are always paid ac- cording to the negotiated payment terms provided in the purchase order issued by Covestro.

In case of a discrepancy in the purchase order payment terms please contact the re- spective Covestro representative.

# Payment queries

In case of payment-related queries, please refer to the contact details listed in the ap- pendix.

# Appendix: Addresses & contacts per Covestro subsidiary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country** | **Covestro Name** | **Covestro Fiscal Address** | **VAT Number** | **Central Reception point** | **Accounts Payable Contact** |
| Australia | Covestro Pty Ltd | 700 Springvale Road  Mulgrave Vic 3170 | ABN 18 086 237  765 | PO Box 557  Mount Waverley Vic 3149 | [vendors.au@covestro.com](mailto:vendors.au@covestro.com) |
| Belgium | Covestro NV | Haven 507,  Scheldelaan 420,  2040 Antwerpen | BE0627857343 | PO box 1050  ES 08080 Barcelona Spain | [vendors.nv@covestro.com](mailto:vendors.nv@covestro.com)  +32 35403909 |
| China | Covestro Polymers (China) Co., Ltd | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507,  P. R.China. | 913100007109365242 | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507,  P. R.China. | [vendors.cn@covestro.com](mailto:vendors.cn@covestro.com)  +86 21 8020 8100 |
| China | Covestro Polymers (Shenzhen) Co., Ltd | No. 1 Nan 2nd Road, Da Tian Yang, Songgang Street,Baoan District,518105 Shenzhen,  P.R. China | 91440300799221145D | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507  P. R.China. | [vendors.sz@covestro.com](mailto:vendors.sz@covestro.com)  +86 21 8020 8100 |
| China | Guangzhou Covestro Polymers Co. Ltd. | No.10, Doutang Road, Yonghe Economic area,GETDD,  Guangzhou   511356  P. R.China. | 91440116661835355N | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507,  P. R.China. | [vendors.gz@covestro.com](mailto:vendors.gz@covestro.com)  +86 21 8020 8100 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country** | **Covestro Name** | **Covestro Fiscal Address** | **VAT Number** | **Central Reception point** | **Accounts Payable Contact** |
| China | Covestro Polymers (Qingdao) Co. Ltd. | No.199, Longmenhe Road,Huangdao District Qingdao  P. R.China. | 91370211561189149F | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507, P. R.China. | [vendors.qd@covestro.com](mailto:vendors.qd@covestro.com)  +86 21 8020 8100 |
| China | Covestro (Shanghai) Management Company Co. Ltd. | Buliding No33,Qinqiao Road,Jinqiao District,China (Shanghai) Pilot Free Trade Zon | 913100005821194659 | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507,  P. R.China. | [vendors.sh@covestro.com](mailto:vendors.sh@covestro.com)  +86 21 8020 8100 |
| France | Covestro Elastomers SAS | Covestro Elastomers SAS 46 Avenue des Allobroges BP116  26103 ROMANS SUR ISERE CEDEX 03  VAT FR17442547402 | FR17442547402 | 46 Avenue des Allobroges  CS 40118  26100 Romans sur Isere | [vendors.elastomers@covestro.com](mailto:vendors.elastomers@covestro.com)  +33 17 075 2615 |
| France | Covestro (France) SNC | Route du Quai Mineralier  F-13772 Fos-sur- Mer Cedex | FR28429659824 | Route du Quai Mineralier  BP 80069  13772 Fos-sur-Mer Cedex | [vendors.fr@covestro.com](mailto:vendors.fr@covestro.com)  +33 17 075 2614 |
| Germany | Covestro AG | Covestro AG Kaiser-Wilhelm- Allee 60  51373 Leverkusen  Germany | DE815579850 | Rechnungseingangs- stelle Covestro  51365 Leverkusen Germany | [vendors.ag@covestro.com](mailto:vendors.ag@covestro.com)  +49 214 6009 8870 |
| Germany | Covestro Deutschland AG | Kaiser-Wilhelm- Allee 60  51373 Leverkusen  Germany | DE813385809 | Rechnungseingangs- stelle Covestro  51365 Leverkusen Germany | [vendors.de@covestro.com](mailto:vendors.de@covestro.com)  +49 214 6009 8870 |
| Germany | Covestro GmbH/ Leverkusen | Kaiser-Wilhelm- Allee 60  51373 Leverkusen  Germany | DE212766206 | Rechnungseingangs- stelle Covestro  51365 Leverkusen Germany | [vendors.covestro@covestro.com](mailto:vendors.covestro@covestro.com)  +49 214 6009 8870 |
| Germany | Covestro Brunsbüttel Energie GmbH | Fährstraße 51 ,  25541 Brunsbüttel  Germany | DE287583158 | Rechnungseingangs- stelle Covestro  51365 Leverkusen Germany | [vendors.brunsbuettel@covestro.com](mailto:vendors.brunsbuettel@covestro.com)  +49 214 6009 8870 |
| Germany | Epurex Films GmbH  & Co. KG | Bayershofer Weg 21 29699 Walsrode  Germany | DE813073874 | Rechnungseingangs- stelle Covestro  51365 Leverkusen Germany | [vendors.epurexfilms@covestro.com](mailto:vendors.epurexfilms@covestro.com)  +49 214 6009 8870 |
| Germany | Covestro Second Real Estate GmbH | Kaiser-Wilhelm- Allee 60  51373 Leverkusen  Germany | DE815579892 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | [vendors.realestate.de@covestro.com](mailto:vendors.realestate.de@covestro.com)  +49 214 6009 8870 |
| Germany | Covestro First Real Estate GmbH | Kaiser-Wilhelm- Allee 60  51373 Leverkusen  Germany | DE815579884 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | [vendors.realestate.de@covestro.com](mailto:vendors.realestate.de@covestro.com)  +49 214 6009 8870 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country** | **Covestro Name** | **Covestro Fiscal Address** | **VAT Number** | **Central Reception point** | **Accounts Payable Contact** |
| Germany | Covestro Procurement Services GmbH & Co. KG | Kaiser-Wilhelm- Allee 60 51373 Leverkusen | n/a | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | [vendors.ps@covestro.com](mailto:vendors.ps@covestro.com)  +49 214 6009 8870 |
| Germany | Covestro Intellectual Property GmbH & Co. KG | Kaiser-Wilhelm- Allee 60 51373 Leverkusen | n/a | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | [vendors.ip@covestro.com](mailto:vendors.ip@covestro.com)  +49 214 6009 8870 |
| Hong Kong | Covestro (Hong Kong) Limited | SG:6A Shenton Way,OUE Downtown Gallery,#04-02 to #04-08,Singapore 068815  HK:43/F Hopewell Centre,183 Queen’s Road East,Wanchai,  Hong Kong | M90370186N | 43/F, Hopewell Centre 183  Queen's Road East Wanchai  Hong Kong | [vendors.1149@covestro.com](mailto:vendors.1149@covestro.com)  +852 28947301 |
| India | Covestro (India) Private Limited | Covestro (India) Private Limited  Unit No – SB 801,  8th Floor, Empire Tower, Cloud Campus,  Thane - Belapur Road, Airoli,  Navi Mumbai – 400 708.  Maharashtra, India. | Gujarat – 24711002821  Maharashtra - 27680283590V /  27680283590C  Delhi - '07900416495  Karnataka - 29660677679  TamilNadu – 33840641042  UttarPradesh – 09666101712  J&K – 01391201653  Haryana - 06761217760 | Covestro (India) Private Limited  Unit No – SB 801,  8th Floor, Empire Tower, Cloud Campus,  Thane - Belapur Road, Airoli,  Navi Mumbai – 400 708.  Maharashtra, India. | [vendors.in@covestro.com](mailto:vendors.in@covestro.com)  +91 1206763101 |
| Indonesia | PT Covestro Polymers Indonesia | Mid Plaza 1, 14th floor  Jl. Jendral Sudirman Kav. 10-11  Jakarta, 10220, Indonesia | 01.061.621.7-052.000 | Mid Plaza 1, 14th floor Jl. Jendral Sudirman Kav. 10-11  Jakarta, 10220, Indonesia | [vendors.id@covestro.com](mailto:vendors.id@covestro.com)  +62 21 3005 1401 |
| Italy | Covestro s.r.l. | Via delle Industrie n.9, 24040 Filago (BG) | IT03599730961 | PO Box 1081  08080 Barcelona Spain | [vendors.it@covestro.com](mailto:vendors.it@covestro.com)  +39 02 3600 0346 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country** | **Covestro Name** | **Covestro Fiscal Address** | **VAT Number** | **Central Reception point** | **Accounts Payable Contact** |
| Japan | Sumika Covestro Urethane Company, Ltd. | 13-26, Kukuchi 3-chome , Amagasaki 6610977 | n/a | Mitsui-Soko Record Center, Kodak i Center 2-2-3 Oyamagaoka, Machida-shi, Tokyo 194-0215 Japan |  |
| Japan | Covestro Japan Ltd. | 1-7-6, Shibakoen, Minato-ku, Tokyo 105-0011 | n/a | Mitsui-Soko Record Center, Kodak i Center 2-2-3 Oyamagaoka, Machida-shi, Tokyo 194-0215 Japan |  |
| Japan | DIC Covestro  Polymer Ltd. | 2-8-5 Kyobashi Chuo-ku, Tokyo 104-0031 | n/a | Mitsui-Soko Record Center, Kodak i Center 2-2-3 Oyamagaoka, Machida-shi, Tokyo 194-0215 Japan |  |
| Korea | Covestro (Korea) Ltd. | Samsung Boramae Omi Tower,23, Boramae-ro 5-gil, Dongjak-gu, Seoul, Korea, 156-712. | 615-81-14135 | Samsung Boramae Omi Tower,23, Boramae-ro 5-gil, Dongjak-gu, Seoul, Korea, 156-712 | [vendors.kr@covestro.com](mailto:vendors.kr@covestro.com)  +82 (2) 6670 6395 |
| Mexico | Covestro S.A de C.V | Covestro, S.A. de  C.V.  Blvd. Miguel de  Cervantes  Saavedra No. 169,  Piso 3, Col.  Granada C.P.  11520 Ciudad de  México.  Delegación Miguel  Hidalgo. | MNM150227D32 | Covestro, S.A. de  C.V.  Blvd. Miguel de  Cervantes Saavedra  No. 169,  Piso 3, Col. Granada  C.P. 11520 Ciudad  de México.  Delegación Miguel  Hidalgo. | vendors.mx@covestro.com  +52 5559017401 |
| Netherlands | Covestro (Netherlands) B.V. | Urmonderbaan 22  6167 RD Geleen  The Netherlands | NL854623218B01 | PO Box 67  Zeswegenlaan 278  6400 AB HEERLEN  The Netherlands | [vendors.nld@covestro.com](mailto:vendors.nld@covestro.com)  +31 307 1173 46 |
| Slovakia | Covestro (Slovakia)  Services s.r.o. | Bajkalská  19B  821 01  Bratislava | SK2120381571 | Covestro (Slovakia)  Services s.r.o.  Bajkalská 19B  821 01 Bratislava | SKeinvoices@covestro.com  +421 23217 5005 |
| Spain | Covestro, S.L. | C/. Feixa LLarga,  7  08040- Barcelona | ESB62776794 | PO Box 1063  08080 Barcelona  Spain | vendors.es@covestro.com  +34 93 264 8758 |
| Switzerland | Covestro  International  SA | Route de  Beaumont 10,  1701 Fribourg | CHE-107.773.859 | PO box 1058  ES 08080  Barcelona Spain | vendors.0765.ch@covestro.com  +41 26 422 8267 |
| Switzerland | MS Global AG | Gurtenareal 92  CH-3084  Wabern | CHE-411.253.547 | Different reception  points according to  the country | vendors.1970.ch@covestro.com  +41 26 422 8268 |
| Taiwan | Covestro  (Taiwan) Ltd. | No.1, Shihua 3rd  Rd., Linyuan  Dist., Kaohsiung  City 832, Taiwan  (R.O.C.) | 4701378 | **For paper-based**  **invoice**  Accounting Dept. / 55  Floors,  Taipei 101 Tower, No.  7, Xin Yi Road, Sec. 5,  Taipei 11049, Taiwan  **For overseas invoice**  **(in PDF)**  taiwan1105.foreigninvoice@covestro.com | vendors.tw@covestro.com  +886 2 8726 2588 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country** | **Covestro Name** | **Covestro Fiscal Address** | **VAT Number** | **Central Reception point** | **Accounts Payable Contact** |
| Thailand | Covestro  (Thailand) Co.,Ltd. | AIA Sathorn  Tower Building  17th Floor, Unit  1, 5-8,  11/1 South  Sathorn Road,  Yannawa,  Sathorn,  Bangkok  10120 | 0105558010036 | AIA Sathorn Tower  Building 17th Floor,  Unit 1, 5-8,  11/1 South Sathorn  Road, Yannawa,  Sathorn, Bangkok  10120 | vendors.th@covestro.com  +66 (2) 029 9191 |
| United  Kingdom | Covestro UK  Limited | Official registered  address of  Covestro UK Ltd:  Baule House,  Earl Road  Stanley Green  Trading Estate  SK8 6PT  Cheadle Hulme  UK  Office address in  Newbury (where  the Admin/  Finance team is  sitting):  Covestro UK  Limited  Oxford House  12-20 Oxford  Street, RG14 1JB  Newbury,  Berkshire/ United  Kingdom | GB738596185 | N/A | vendors.uk@covestro.com  +44 1635210864 |
| United States of America | Covestro LLC/USA | 1 Covestro  Circle, Pittsburgh  PA 15205-9741 | N/A | P.O. Box 818027  Cleveland, OH  44181-9600  USA | vendors.llc@covestro.com  +1 866 540 0753 |
| United States of America | Covestro PO  LLC/USA | US Route 2 North, New Martinsville, WV  26155-9426 | N/A | Covestro PO LLC  1 Covestro Circle  Pittsburgh, PA 15205 | vendors.us@covestro.com  +1 844 212 2937 |
| Vietnam | Covestro (Vietnam)  Co. Ltd. | Unit 801, Floor 8,  Centrepoint  Building,106  Nguyen Van Troi  Street, Ward 8,  Phu Nhuan  District,  Ho Chi Minh City,  Vietnam | 313328134 | Covestro (Vietnam)  Co., Ltd.  Unit 801, Floor 8,  Centrepoint Building,  106 Nguyen Van Troi  Street, Ward 8,  Phu Nhuan District,  Ho Chi Minh City,  Vietnam | vendors.vn@covestro.com  +84 1800 1027 |