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

 Version 5

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# 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

## 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

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| **Country** | **Covestro Name** | **Covestro Fiscal Address** | **VAT Number** | **Central Reception point** | **Accounts Payable Contact** |
| Australia | Covestro Pty Ltd | 700 Springvale RoadMulgrave Vic 3170 | ABN 18 086 237765 | PO Box 557Mount Waverley Vic 3149 | vendors.au@covestro.com |
| Belgium | Covestro NV | Haven 507,Scheldelaan 420, 2040 Antwerpen | BE0627857343 | PO box 1050ES 08080 Barcelona Spain | 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+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 201507P. R.China. | vendors.sz@covestro.com+86 21 8020 8100 |
| China | Guangzhou Covestro Polymers Co. Ltd. | No.10, Doutang Road, Yonghe Economic area,GETDD,Guangzhou   511356P. R.China. | 91440116661835355N | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507, P. R.China. | vendors.gz@covestro.com+86 21 8020 8100 |

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| **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 QingdaoP. R.China. | 91370211561189149F | No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507, P. R.China. | 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+86 21 8020 8100 |
| France | Covestro Elastomers SAS | Covestro Elastomers SAS 46 Avenue des Allobroges BP11626103 ROMANS SUR ISERE CEDEX 03VAT FR17442547402 | FR17442547402 | 46 Avenue des AllobrogesCS 4011826100 Romans sur Isere | vendors.elastomers@covestro.com+33 17 075 2615 |
| France | Covestro (France) SNC | Route du Quai MineralierF-13772 Fos-sur- Mer Cedex | FR28429659824 | Route du Quai MineralierBP 8006913772 Fos-sur-Mer Cedex | vendors.fr@covestro.com+33 17 075 2614 |
| Germany | Covestro AG | Covestro AG Kaiser-Wilhelm- Allee 6051373 LeverkusenGermany | DE815579850 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | vendors.ag@covestro.com+49 214 6009 8870 |
| Germany | Covestro Deutschland AG | Kaiser-Wilhelm- Allee 6051373 LeverkusenGermany | DE813385809 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | vendors.de@covestro.com+49 214 6009 8870 |
| Germany | Covestro GmbH/ Leverkusen | Kaiser-Wilhelm- Allee 6051373 LeverkusenGermany | DE212766206 | Rechnungseingangs- stelle Covestro51365 Leverkusen Germany | vendors.covestro@covestro.com+49 214 6009 8870 |
| Germany | Covestro Brunsbüttel Energie GmbH | Fährstraße 51 ,25541 BrunsbüttelGermany | DE287583158 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | vendors.brunsbuettel@covestro.com+49 214 6009 8870 |
| Germany | Epurex Films GmbH& Co. KG | Bayershofer Weg 21 29699 WalsrodeGermany | DE813073874 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | vendors.epurexfilms@covestro.com+49 214 6009 8870 |
| Germany | Covestro Second Real Estate GmbH | Kaiser-Wilhelm- Allee 6051373 LeverkusenGermany | DE815579892 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | vendors.realestate.de@covestro.com+49 214 6009 8870 |
| Germany | Covestro First Real Estate GmbH | Kaiser-Wilhelm- Allee 6051373 LeverkusenGermany | DE815579884 | Rechnungseingangs- stelle Covestro 51365 Leverkusen Germany | vendors.realestate.de@covestro.com+49 214 6009 8870 |

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| **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+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+49 214 6009 8870 |
| Hong Kong | Covestro (Hong Kong) Limited | SG:6A Shenton Way,OUE Downtown Gallery,#04-02 to #04-08,Singapore 068815HK:43/F Hopewell Centre,183 Queen’s Road East,Wanchai,Hong Kong | M90370186N | 43/F, Hopewell Centre 183Queen's Road East WanchaiHong Kong | vendors.1149@covestro.com+852 28947301 |
| India | Covestro (India) Private Limited | Covestro (India) Private LimitedUnit No – SB 801, 8th Floor, Empire Tower, Cloud Campus, Thane - Belapur Road, Airoli, Navi Mumbai – 400 708. Maharashtra, India. | Gujarat – 24711002821Maharashtra - 27680283590V /27680283590CDelhi - '07900416495Karnataka - 29660677679TamilNadu – 33840641042UttarPradesh – 09666101712J&K – 01391201653Haryana - 06761217760 | Covestro (India) Private LimitedUnit No – SB 801, 8th Floor, Empire Tower, Cloud Campus, Thane - Belapur Road, Airoli, Navi Mumbai – 400 708. Maharashtra, India. | vendors.in@covestro.com+91 1206763101 |
| Indonesia | PT Covestro Polymers Indonesia | Mid Plaza 1, 14th floorJl. Jendral Sudirman Kav. 10-11Jakarta, 10220, Indonesia |  01.061.621.7-052.000 | Mid Plaza 1, 14th floor Jl. Jendral Sudirman Kav. 10-11Jakarta, 10220, Indonesia | vendors.id@covestro.com+62 21 3005 1401 |
| Italy | Covestro s.r.l. | Via delle Industrie n.9, 24040 Filago (BG) | IT03599730961 | PO Box 108108080 Barcelona Spain | vendors.it@covestro.com +39 02 3600 0346 |

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| **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+82 (2) 6670 6395 |
| Mexico | Covestro S.A de C.V | Covestro, S.A. deC.V.Blvd. Miguel deCervantesSaavedra No. 169,Piso 3, Col.Granada C.P.11520 Ciudad deMéxico.Delegación MiguelHidalgo. | MNM150227D32 | Covestro, S.A. deC.V.Blvd. Miguel deCervantes SaavedraNo. 169,Piso 3, Col. GranadaC.P. 11520 Ciudadde México.Delegación MiguelHidalgo. | 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+31 307 1173 46 |
| Slovakia |  Covestro (Slovakia) Services s.r.o. | Bajkalská19B821 01Bratislava | SK2120381571 | Covestro (Slovakia)Services s.r.o.Bajkalská 19B821 01 Bratislava | SKeinvoices@covestro.com+421 23217 5005 |
| Spain | Covestro, S.L. | C/. Feixa LLarga,708040- Barcelona | ESB62776794 | PO Box 106308080 BarcelonaSpain | vendors.es@covestro.com+34 93 264 8758 |
| Switzerland | CovestroInternationalSA | Route deBeaumont 10,1701 Fribourg | CHE-107.773.859 | PO box 1058ES 08080Barcelona Spain | vendors.0765.ch@covestro.com+41 26 422 8267 |
| Switzerland | MS Global AG | Gurtenareal 92CH-3084Wabern | CHE-411.253.547 | Different receptionpoints according tothe country | vendors.1970.ch@covestro.com+41 26 422 8268 |
| Taiwan | Covestro(Taiwan) Ltd. | No.1, Shihua 3rdRd., LinyuanDist., KaohsiungCity 832, Taiwan(R.O.C.) | 4701378 | **For paper-based****invoice**Accounting Dept. / 55Floors,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 |

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| Thailand | Covestro(Thailand) Co.,Ltd. | AIA SathornTower Building17th Floor, Unit1, 5-8,11/1 SouthSathorn Road,Yannawa,Sathorn,Bangkok10120 | 0105558010036 | AIA Sathorn TowerBuilding 17th Floor,Unit 1, 5-8,11/1 South SathornRoad, Yannawa,Sathorn, Bangkok10120 | vendors.th@covestro.com+66 (2) 029 9191 |
| UnitedKingdom | Covestro UKLimited | Official registeredaddress ofCovestro UK Ltd:Baule House,Earl RoadStanley GreenTrading EstateSK8 6PTCheadle HulmeUKOffice address inNewbury (wherethe Admin/Finance team issitting):Covestro UKLimitedOxford House12-20 OxfordStreet, RG14 1JBNewbury,Berkshire/ UnitedKingdom | GB738596185 | N/A | vendors.uk@covestro.com+44 1635210864 |
| United States of America | Covestro LLC/USA | 1 CovestroCircle, PittsburghPA 15205-9741 | N/A | P.O. Box 818027Cleveland, OH 44181-9600USA | vendors.llc@covestro.com+1 866 540 0753 |
| United States of America | Covestro POLLC/USA | US Route 2 North,New Martinsville, WV26155-9426 | N/A |  Covestro PO LLC 1 Covestro CirclePittsburgh, PA 15205 | vendors.us@covestro.com+1 844 212 2937 |
| Vietnam | Covestro (Vietnam)Co. Ltd. | Unit 801, Floor 8,CentrepointBuilding,106Nguyen Van TroiStreet, Ward 8,Phu NhuanDistrict,Ho Chi Minh City,Vietnam | 313328134 | Covestro (Vietnam)Co., Ltd.Unit 801, Floor 8,Centrepoint Building,106 Nguyen Van TroiStreet, Ward 8,Phu Nhuan District,Ho Chi Minh City,Vietnam | vendors.vn@covestro.com+84 1800 1027 |