



Supplier Information

Invoicing Covestro

Description of the invoice process

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1 Introduction

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

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

2 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.

2.1. E-invoicing

Covestro has various fully compliant solutions in place, which allow invoices to be received 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 el invoicing@covestro.com

2.2. 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 Letter size paper, clearly printed in black and white and that highlighter pens are not used.

3 Submitting an invoice

Paper invoices should be sent to the address specified on the purchase order. In general, 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 representative
- 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.

4 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 processes.
- Valid bank account data must be included on the invoice.

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

5 Payment terms

Payment terms are negotiated with suppliers in advance. Invoices are always paid according 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 respective Covestro representative.

6 Payment queries

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

7 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
Belgium	Covestro NV	Haven 507, Scheldelaan 420, 2040 Antwerpen	BE0627857343	PO box 1050 ES 08080 Barcelona Spain	vendors.nv@covestro.com +32 35403909
Belgium	Covestro (Tielt) NV	Wakkensesteenweg 47 8700 Tielt	BE0425026680	PO Box 1059 ES 08080 Barcelona Spain	vendors.tielt@covestro.com +32 35403091
China	Covestro Polymers (China) Co., Ltd	No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507, P. R.China.	9131000071093652 42	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	9144030079922114 5D	No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507 P. 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 511356 P. R.China.	9144011666183535 5N	No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507, P. R.China.	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.	9137021156118914 9F	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	9131000058211946 59	No.82, Muhua Road, Shanghai Chemical Industry Park, Shanghai 201507, P. R.China.	vendors.sh@covestro.com +86 21 8020 8100
Denmark	Covestro A/S	Kronborgvej 24 , 5450 Otterup Denmark	DK11909272	Kronborgvej 24 5450 Otterup Denmark	vendors.dk@covestro.com +45 63 93 94 19
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 +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 +33 17 075 2614
Germany	Covestro AG	Covestro AG Kaiser-Wilhelm-Allee 60 51373 Leverkusen Germany	DE815579850	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.ag@covestro.com +49 214 6009 8870
Germany	Covestro Deutschland AG	Kaiser-Wilhelm-Allee 60 51373 Leverkusen Germany	DE813385809	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.de@covestro.com +49 214 6009 8870
Germany	Covestro GmbH/ Leverkusen	Kaiser-Wilhelm-Allee 60 51373 Leverkusen Germany	DE212766206	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.covestro@covestro.com +49 214 6009 8870
Germany	Covestro Oldenburg GmbH & Co. KG	Mittelkamp 112 26125 Oldenburg Germany	DE813388704	Mittelkamp 112 26125 Oldenburg Germany	vendors.oldenburg@covestro.com +49 214 6009 8870
Germany	Covestro Brunsbüttel Energie GmbH	Fährstraße 51 , 25541 Brunsbüttel Germany	DE287583158	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.brunsbuettel@covestro.com +49 214 6009 8870
Germany	Epurex Films GmbH & Co. KG/Walsrode	Bayershofer Weg 21 29699 Bomlitz Germany	DE813073874	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.epurexfilms@covestro.com +49 214 6009 8870
Germany	Covestro Second Real Estate GmbH	Covestro Second Real Estate GmbH Alfred-Nobel-Str. 10 40789 Monheim am Rhein Germany	DE815579892	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.realestate.de@covestro.com +49 214 6009 8870
Germany	Covestro First Real Estate GmbH	Covestro First Real Estate GmbH Alfred-Nobel-Str. 10 40789 Monheim am Rhein	DE815579884	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.realestate.de@covestro.com +49 214 6009 8870
Germany	Covestro Darmstadt GmbH	Otto-Hesse-Straße 19 64293 Darmstadt Germany	DE111647482	Rechnungseingangsstelle Covestro 51365 Leverkusen Germany	vendors.darmstadt@covestro.com +49 214 6009 8870

Country	Covestro Name	Covestro Fiscal Address	VAT Number	Central Reception point	Accounts Payable Contact
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 +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 – 2471100282 1 Maharashtra - 27680283590V / 27680283590C Delhi - '0790041649 5 Karnataka - 2966067767 9 TamilNadu – 3384064104 2 UttarPradesh – 09666101712 J&K – 0139120165 3 Haryana - 0676121776 0	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 +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, 14 th floor Jl. Jendral Sudirman Kav. 10-11 Jakarta, 10220, Indonesia	vendors.id@covestro.com +62 21 3005 1401
Italy	Covestro S.p.A.	Via delle Industrie n.9, 24040 Filago (BG)	IT13199810154	PO Box 1090 08080 Barcelona Spain	vendors.spa@covestro.com +39 02 3600 0347
Italy	Covestro s.r.l.	Via delle Industrie n.9, 24040 Filago (BG)	IT03599730961	PO Box 1081 08080 Barcelona Spain	vendors.it@covestro.com +39 02 3600 0346
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	
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

Country	Covestro Name	Covestro Fiscal Address	VAT Number	Central Reception point	Accounts Payable Contact
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 B.V.	Korte Groningerweg 1A, 9607 PS Foxhol	NL001083193B01	PO Box 1044 ES 08080 Barcelona Spain	vendors.bv@covestro.com +31 (0) 598 317 919
Russia	Covestro LLC	107113, Moscow, 3rd Rybinskaya str., 18, build 22	7718106630	Moscow, 3rd Rybinskaya str., 18, build 22	vendors.ru@covestro.com +74 952 32 12 22
Slovakia	Covestro (Slovakia) Services s.r.o.	Bajkalská 19B 821 01 Bratislava	SK2120381571	Covestro (Slovakia) Services s.r.o. Bajkalská 19B 821 01 Bratislava	SKinvoices@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
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

Country	Covestro Name	Covestro Fiscal Address	VAT Number	Central Reception point	Accounts Payable Contact
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 418 Pittsburgh, PA 15230-0418 USA Raw Material Vendors: P.O. Box 518 Pittsburgh, PA 15230-0518 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	PO Box 395 Pittsburgh, PA 15230-0395	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