

**Solvay SPOL**

**Company invoicing data** - please include the following data in your invoice:

Country Code	Company Code	Company Name	VAT/Tax Identification Nr
DE	5642	Solvay Specialty Polymers Germany GMBH, Hannover	DE812725627

Mail Address	Billing Address
Solvay Specialty Polymers Germany GMBH DE812725627 Apartado 534 PT 2791-901 Carnaxide Portugal	HANS-BOECKLER-ALLEE 20 D-30173 HANNOVER

Please **send your invoices to the SBS Accounts Payable team by e-mail** (preferred solution) or mail address:

E-mail (preferred solution)	Mail address (to be used only when legally required)
<a href="mailto:ptp-invoice.scanning@solvay.com">ptp-invoice.scanning@solvay.com</a>	Solvay Specialty Polymers Germany GMBH DE812725627 Apartado 534 PT 2791-901 Carnaxide Portugal

For additional information, please access our [Invoice Instructions](#) page, where you will also find our Best Practices available in 7 European languages.

**How to check your Invoice Status?**

You may check your invoice status by accessing the Supplier Invoice Tracking tool [here](#).  
You may find a User Guide available at the bottom of each Country page - in [Company List](#).

**First time using the tool?**

To access the Invoice Tracking tool you must first register our [online form](#). Our helpdesk will then contact you with information concerning logon UserID and password.

**Bank Account Authentication**

To ensure the security of our payments to you, for every new bank account, you MUST EMAIL A BANK ACCOUNT PROOF IN NON-EDITABLE FORMAT (e.g. PDF, TIFF, JPEG, etc...) to our security mailbox: [payment.securityprocess@solvay.com](mailto:payment.securityprocess@solvay.com)

After reception of your proof, "Solvay SBS Helpdesk" will immediately contact you, in order to validate the bank data. WITHOUT AUTHENTICATION OF YOUR BANK ACCOUNTS, PAYMENTS ON THESE ACCOUNTS ARE BLOCKED.



Solvay recommends always mentioning your bank account data on your invoice.

**Contact Us**

If you require any further information or support, please do not hesitate to contact us via [Webform](#).