

Procure to Pay Process Sheet

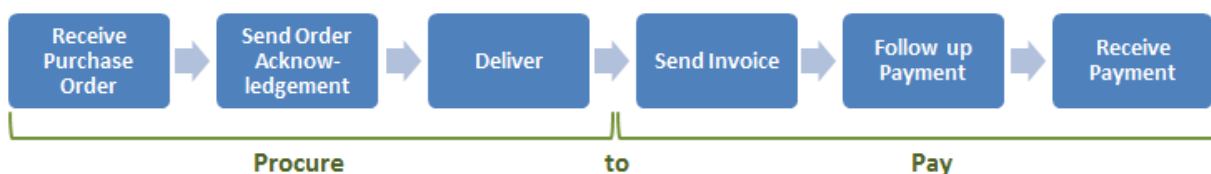
for Suppliers* of Solvay Europe

About Solvay Business Services

Solvay Business Services (SBS) is the global shared services organization of the Solvay Group and provides Procure to Pay (PtP) services on behalf of the Purchasing Function.

Our aim: state of the art Procure to Pay processes with our suppliers

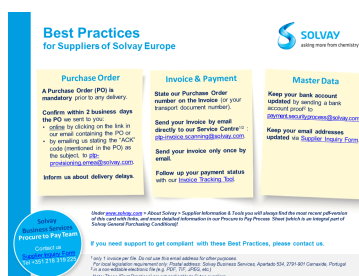
The European Service Center is located in Lisbon / Portugal and delivers the following services:



Please find below more information about these processes and what is required from our suppliers in order to ensure a fast and secure Purchase Order and Invoice process from which both parties will benefit. These requirements below form an integral part of Solvay General Purchasing Conditions.

Benefit from our Best Practices Card!

In order to help you always have the key information available, we have prepared a Best Practices Card. Please download the latest version at www.solvay.com > About Solvay > Supplier Information & Tools:



If you use a printed version of this document, please download the PDF under www.solvay.com > About Solvay > Supplier Information & Tools

* excluding Cytec suppliers

1. Master Data

First set up

After agreement with a Solvay buyer, as a new supplier, you will be contacted via email to provide your company information.

As a security control, when setting up your bank account information in our system, we will immediately contact you to validate the bank data.


Your Master Data always needs to be updated in our systems to ensure a smooth Procure-to-Pay process.

Changes

Bank account changes

To ensure the security of our payments to you, for every new bank account, you must email a bank account proof, in a non-editable format (e.g. PDF, TIF, JPEG, etc), to our security mailbox payment.securityprocess@solvay.com.

After reception of your proof, we will immediately contact you to validate the bank data.

 *Please note that without validation of your bank accounts, payments will be done to the existing bank account in our system or will be blocked (in case no bank account exists).*

As best practice, always try to have one single bank account to facilitate the payment. If you have several, we propose that you confirm in our contact which one you would like to have set up.

VAT number changes

For benchmarkable and chronological tracking information, updates to VAT registration numbers generally mean that a new vendor record will be created for your company. When this occurs, please contact us at ptp-data.analysis@solvay.com with an evidence of the change (e.g. company letter).


Contact data changes

For updating your contacts to receive Solvay Purchase Orders, Payment Remittance Confirmation and/or general contact information contact us at ptp-data.analysis@solvay.com.

Try to provide your vendor number, if not possible please provide your VAT registration number when sending your emails. This will help our team to handle your request in a more precise manner.

2. Procure Process

Purchase Orders

Process Requirements	<p>Before starting delivering goods or services to Solvay, you must have received an official Purchase Order with a Purchase Order number.</p> <p> Please note that non compliance with this rule will lead to a rejection of your Invoice.</p>
Information Channel	<ul style="list-style-type: none">• We will send our Purchase Orders by email to you from the email address ptp-provisioning.emea@solvay.com (for Raw Materials, they are sent from the personal email address of the provisionner).• Please make sure, that you have informed us about the correct email address to receive Purchase Orders and that our emails will not be blocked in a spam filter.

Order Acknowledgements



Process Requirements	<ul style="list-style-type: none">• We expressly request your confirmation of our Purchase Orders within 2 business days.
Information Channel	<ul style="list-style-type: none">• We prefer to get your Order Acknowledgement online whenever the Purchase Order email contains a respective link. By clicking this link, you accept all the requirements in the Purchase Order - please do not send an additional Order Acknowledgement. Solvay Business Services (SBS) covers, in a global shared services organization, all the Group's IT services and its main administrative departments (accounting, credit, customer service, customs, payroll and personnel administration and procurement). Additional information about this process can be found in our supplier section in the internet: www.solvay.com > About Solvay > Suppliers.• If you send your Order Acknowledgement by email (please send it to ptp-provisioning.emea@solvay.com), please always state the acknowledgment code "ACK...." in the email subject. You'll find this code on our Purchase Order.

Deliveries

Process Requirements	<ul style="list-style-type: none">• Every delivery, even partial, shall be accompanied by a delivery note quoting our Purchase Order number.
Information Channel	<ul style="list-style-type: none">• In case of delivery delay, please contact us by phone.

3. Pay Process

Invoices and Credit Notes

Process Requirements	<p>Suppliers are expected to invoice Solvay after goods have been delivered or services have been performed.</p> <p>Each Invoice must accurately indicate:</p> <ul style="list-style-type: none">• the Purchase Order number mentioned on the Solvay Purchase Order• the Solvay legal entity mentioned on the Solvay Purchase Order <p> <i>Please note that non compliance with this rule will lead to a rejection of your Invoice.</i></p>
Information Channel	<ul style="list-style-type: none">• Solvay strongly encourages the use of electronic invoicing methods when permitted by local legislation. By sending your Invoices and Credit Notes by email, documents are immediately received for processing, eliminating postal services costs and delays, and significantly reducing risk of loss.<ul style="list-style-type: none">o Please send your Invoice to ptp-invoice.scanning@solvay.com. Please do not use this email address for communication with us.o The Invoices need to be in a non-editable electronic file (e.g. PDF, TIF, JPEG, etc.)o Send 1 Invoice only per each file, your email however may, contain several files.o Please do not send duplicates by mail if already sent electronically.Payments with credit cards do not require Invoice copies to be sent.• Only in the case your local legislation does not recognize the validity of Invoices sent by email, you may send them in physical paper format to our postal address in Portugal: Solvay Business Services, Apartado 534, 2791-901 Carnaxide, Portugal• The legal address and details of the invoiced Solvay company shall remain unchanged and must be mentioned on your Invoices, even if the postal address is different.• Do not send your paper Invoices to the invoiced Solvay companies e.g. for approval. <p> <i>Please note that non compliance with this rule will lead to a delay of payment of your Invoice.</i></p>

Payments

Invoices are assigned to our internal bank "Solvay CICC SA", who processes the payments on behalf of the Solvay Group entities. This assignment has no effect on the contractual relationship associated with the suppliers concerned.

Solvay CICC SA can send you an email settlement providing the details of the payments done with Invoices details included in the settlement. In order to provide you with this remittance advice please provide to CICC.3S-AP@solvay.com the email address to which the payment details should be sent.


4. Your Contacts at SBS PtP

We have a PtP Helpdesk supporting you in various languages: DE, EN, ES, FR, IT, NL, PT. We prefer to get your inquiry via a ticket, but you may contact us also by phone in urgent cases.

SBS Service Centre Lisbon - PtP Helpdesk

Ticket: [Supplier Inquiry Form](#)

Phone: +351 218 319 225

 For inquiries regarding your Invoice status, please use the Invoice Tracking Tool we provide to our suppliers. To register and check the status of your Invoices on-line, visit our supplier section in the internet: www.solvay.com > *About Solvay* > *Suppliers*. Only in case you need additional clarification, you may contact our PtP Helpdesk.

Visit our Supplier Portal www.solvay.com > About Solvay > Suppliers

It provides access to the Invoice Tracking Tool, Best Practices and this document for download!