



## **Supplier Invoicing Submission Requirements**

Dear Esteemed Supplier,

We would like to express our appreciation for your continuous and service. And to ensure timely payment for the material/services delivered would like to put forward the below requirement for invoice submission.

1. Submit your invoices by email to following addresses **ONLY** (and **NOT** to your Archroma contacts):

a. **North America:** [Arch.NAM.docs@archroma-sc.com](mailto:Arch.NAM.docs@archroma-sc.com)

b. **Latín America:** [Arch.LATAM.docs@archroma-sc.com](mailto:Arch.LATAM.docs@archroma-sc.com)

c. **Europe:** [Arch.EUROPE.docs@archroma-sc.com](mailto:Arch.EUROPE.docs@archroma-sc.com)

d. **Asia:**

i. India, HK & Singapore: [Arch.APAC.CHN.docs@archroma-sc.com](mailto:Arch.APAC.CHN.docs@archroma-sc.com)

ii. China: [Arch.CHINA.docs@archroma-sc.com](mailto:Arch.CHINA.docs@archroma-sc.com)

iii. Indonesia & Thailand: [Arch.IndoThai.docs@archroma-sc.com](mailto:Arch.IndoThai.docs@archroma-sc.com)

iv. Korea: [Arch.KR@archroma.com](mailto:Arch.KR@archroma.com)

e. **China only:** For physical submission of Invoice please send it to below address.

**Archroma (昂高)**

Address: No. 955 Huangpu Road, High-tech Zone, Dalian, China (辽宁省大连市高新区黄浦路955号)

Postcode: 116023

Contact Name: **DD + Archroma Team**

Tel: +86 411 84818362

f. **India only:** For physical submission of Invoice please send it to below address.

Accenture Solutions Pvt Ltd,  
12th Floor, BDC10B (Garnet),  
Bagmane Developers Pvt Ltd SEZ-II,  
KR Puram, Marathahalli Ring Road,  
Doddanekundi Village, KR Puram Hobli,  
Bangalore – 560 048 - INDIA



2. If a Purchase Order was provided by Archroma, the invoice *must* show the PO number. Failure to include a PO number will result in a *rejection* of the invoice and a delay of payment.
3. One invoice and supporting documentation per email. If you have to present more than 1 invoice, please send each invoice and supporting per separate e-mail.
4. Invoice to mention Full Archroma legal name as mentioned in a Purchase Order.
5. Supplier's full legal company name, Address, banking details, etc. should be properly mentioned in the invoice
6. The invoice item text should match the Purchase Order item text. Including Price, Quantity, unit of measure should match the Purchase Order or Contract/Agreement.
7. An invoice should only be submitted *ONCE*, i.e. no additional copies to be sent (unless requested for specific countries)
8. Invoices should be in English language, if accepted by local legislation
9. Sum of all email attachment must not exceed 12Mb.
10. All email attachments must be free of encryption, password protection, formulas, or macros.

The supplier is solely responsible for submitting accurate and complete invoice that meets all requirements as stated in this document. Failure to meet any of the requirements stated may result in the rejection of an invoice or a delay in payment.

Invoices not meeting the outlined invoice requirements will be returned with a notice stating the reason(s) for rejection. It is the supplier's responsibility to re-submit the invoice with the necessary corrections

For every email submitted to above addresses, you will receive an automatic response:

- If submission is successful, you receive an email acknowledgement, with a Unique Reference Number (URN) for each attachment.
- If submission is not successful, you will receive an email with reasons for failure and the corrections required, before resubmitting the invoice.



If you need to make an inquiry to our Accounts Payable team, please use email-addresses below (and not the ones above), and provide the URN number together with your inquiry:

ASIA [AP\\_China@archroma.com](mailto:AP_China@archroma.com)  
ASIA [AP\\_HongKong@archroma.com](mailto:AP_HongKong@archroma.com)  
ASIA [AP\\_India@archroma.com](mailto:AP_India@archroma.com)  
ASIA [AP\\_Indonesia@archroma.com](mailto:AP_Indonesia@archroma.com)  
ASIA [AP\\_Singapore@archroma.com](mailto:AP_Singapore@archroma.com)  
ASIA [AP\\_Thailand@archroma.com](mailto:AP_Thailand@archroma.com)  
ASIA [Arch.KR@archroma.com](mailto:Arch.KR@archroma.com) (For Korea)  
EMEA [AP\\_Benelux@archroma.com](mailto:AP_Benelux@archroma.com)  
EMEA [AP\\_France@archroma.com](mailto:AP_France@archroma.com)  
EMEA [AP\\_GermanyAustria@archroma.com](mailto:AP_GermanyAustria@archroma.com)  
EMEA [AP\\_Italy@archroma.com](mailto:AP_Italy@archroma.com)  
EMEA [AP\\_NordicsUK@archroma.com](mailto:AP_NordicsUK@archroma.com)  
EMEA [AP\\_Spain@archroma.com](mailto:AP_Spain@archroma.com)  
EMEA [AP\\_Switzerland@archroma.com](mailto:AP_Switzerland@archroma.com)  
LATAM [AP\\_Argentina@archroma.com](mailto:AP_Argentina@archroma.com)  
LATAM [AP\\_Brazil@archroma.com](mailto:AP_Brazil@archroma.com)  
LATAM [AP\\_Chile@archroma.com](mailto:AP_Chile@archroma.com)  
LATAM [AP\\_Colombia@archroma.com](mailto:AP_Colombia@archroma.com)  
LATAM [AP\\_Honduras@archroma.com](mailto:AP_Honduras@archroma.com)  
LATAM [AP\\_GuatemalaPanama@archroma.com](mailto:AP_GuatemalaPanama@archroma.com)  
LATAM [AP\\_Mexico@archroma.com](mailto:AP_Mexico@archroma.com)  
LATAM [AP\\_Peru@archroma.com](mailto:AP_Peru@archroma.com)  
LATAM [AP\\_Venezuela@archroma.com](mailto:AP_Venezuela@archroma.com)  
NORAM [AP\\_NAM@archroma.com](mailto:AP_NAM@archroma.com)