



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
 - b. **Latin America:** Arch.LATAM.docs@archroma-sc.com
 - c. **Europe:** Arch.EUROPE.docs@archroma-sc.com
 - d. **Asia:**
 - i. India, Bangladesh & Singapore: Arch.APAC.CHN.docs@archroma-sc.com
 - ii. China, HongKong & Taiwan: Arch.CHINA.docs@archroma-sc.com
 - iii. Indonesia & Thailand: Arch.IndoThai.docs@archroma-sc.com
 - iv. Korea: 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.
Archroma BST DD Team
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. Purchase Order need to be provided by Archroma and 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 15Mb.
10. All email attachments must be free of encryption, password protection, formulas, or macros.
11. Invoice need to be submitted in a PDF format (.pdf) which is the valid format of submission.

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
 ASIA AP_HongKong@archroma.com
 ASIA AP_India@archroma.com
 ASIA AP_Indonesia@archroma.com
 ASIA AP_Singapore@archroma.com
 ASIA AP_Thailand@archroma.com
 ASIA Arch.KR@archroma.com (For Korea)
 EMEA AP_Benelux@archroma.com
 EMEA AP_France@archroma.com
 EMEA AP_GermanyAustria@archroma.com
 EMEA AP_Italy@archroma.com
 EMEA AP_NordicsUK@archroma.com



EMEA AP_Spain@archroma.com
EMEA AP_Switzerland@archroma.com
EMEA AP_czechrepublic@archroma.com
LATAM AP_Argentina@archroma.com
LATAM AP_Brazil@archroma.com
LATAM AP_Chile@archroma.com
LATAM AP_Colombia@archroma.com
LATAM AP_Honduras@archroma.com
LATAM AP_GuatemalaPanama@archroma.com
LATAM AP_Mexico@archroma.com
LATAM AP_Peru@archroma.com
NORAM AP_NAM@archroma.com

Best Regards,
Archroma Team