

Billing and Invoice Standards for Latin America

BILLING AND INVOICING DOCUMENT CONTENT:

To expedite to Solenis Legal Entities, the billing and invoicing forms must contain the following data:

		Purchase Order	*No Purchase Order
1	Solenis Purchase Number (n° and item) Brazilian Requirement: Use Purchase Order TAG "<xPed>" and Purchase Order Item Tag "<nItemPed>" in the XML at the item level and Invoice Observation field.	X	-
2	Billing and Invoicing documents must be issued by the appropriate Solenis Legal Entity	X See Appendix	X See Appendix
3	Solenis employee who authorized purchase (complete name)	X	X
4	Applicable Solenis Legal Entity details (name, address, tax numbers)	X See Appendix	X See Appendix
5	Description of the materials and /or services supplied (including quantity, unit of measurement)	X	X
6	Delivery address for materials and /or services (address) Brazil Requirement: For deliveries to General Warehouses, enter delivery details in the Additional Information field.	X	X
7	Solenis Material Code (if applicable)	X	-
8	Cost and taxes identified separately on the document	X	X
9	Total cost identified on the document	X	X
10	Payment Conditions, document issue and expiry dates for the shipment or service provision. Brazil Requirement: It is important to respect values stated in the Purchase Order. Commercial differences beyond what is tolerable may result in refusals.	X	X
11	Foreign Trade with Brazil: Commercial Invoice must contain bank details (same name of exporter), Invoice Number and H.S Code (NCM)	X	X

*No Purchase Order (Non-PO): Due to the complexity and/or confidentiality, Solenis allows certain limited goods and services to be purchased by "Non-PO". These are exceptions and Solenis suppliers must meet "Purchase Order" requirements, unless authorized by Global Sourcing or an authorized Solenis officer.

Corporate cards (P-card and T-card): Documents issued for acquisitions made using corporate cards must be in the name of the CARD HOLDER and must be forwarded to the CARD HOLDER.

Review the content of the document with all the areas in your organization involved. Non-compliance with requirements may result in delayed processing of documents (billing or invoices) and payment. Documents not complying with the requirements may be returned and payment may be suspended until they have been corrected. In such cases, the loss of discounts resulting from non-compliance shall not be considered and Solenis shall have a right to them.

Brazil Requirement: Issuance of Invoices will be accepted until the second to last day of the month. After this date, postpone it to the next month.

FORWARDING OF BILLING AND INVOICE DOCUMENTS:

Documents and invoices must be forwarded as below:

Type of Acquisition	Physical	Electronic
Purchase Order	Solenis Requester or qualified employee Brazil Requirement: NFE must accompany merchandise.	Invoice e-mail (See Appendices) and Solenis Requester *Important: For Services, the document must also be sent via email to the Requester.
*No Purchase Order	Solenis Requester or qualified employee	Invoice e-mail (See Appendices) and Solenis Requester
Corporate Cards (P-card and T-card)	Card holder	Card Holder e-mail

*No Purchase Order (Non-PO): Due to the complexity and/or confidentiality, Solenis allows certain limited goods and services to be purchased by "Non-PO". These are exceptions and Solenis suppliers must meet "Purchase Order" requirements, unless authorized by Global Sourcing or an authorized Solenis officer.

Electronic invoices must be sent in XML and PDF formats to e-mail address indicated on Appendices.

Important: For details related to foreign trade with Brazil, refers to Appendices (2).

PAYMENT CONDITIONS:

ARGENTINA: Payments shall be made by CHECK on 5th, 15th, 25th of the month

BRAZIL: Payments shall be each Wednesday made by bank deposit, electronic transfer (TED or DOC in Brazil), to the account indicated in the respective invoices, the supplier being expressly prohibited from passing on the credit to third parties, placing their invoices in bank collection except with the prior and specific authorization of the buyer for each one individually.

CHILE: Payments shall be made by BANK TRANSFER Friday of each week or once a month (International).

COLOMBIA: Payments shall be made by WIRE TRANSFER.

MÉXICO: Payments shall be made by WIRE TRANSFER.

PERU: Payments shall be made by WIRE TRANSFER.

HOW TO CHECK THE STATUS OF DOCUMENTS AND PAYMENTS:

Solenis expects all its suppliers to register at and use its Vendor Portal (<https://vendor.solenis.com>) to check the processing of their payments, as this is the most efficient method. For inquiries about specific invoices:

ARGENTINA: If the document is not on the Vendor Portal, please call +54 11 4779-3212 (Tuesdays 2pm~5pm).

BRAZIL: If the document is not on the Vendor Portal, please call +55 16 3311-1806 or send an e-mail to contasapagar@solenis.com.

CHILE: If the document is not on the Vendor Portal, please call +56 2-22301107 or send an e-mail to nkfrias@solenis.com.

COLOMBIA: If the document is not on the Vendor Portal, please call +57 4 4446365 or send an e-mail to MGomez@Solenis.com.

MÉXICO: If the document is not on the Vendor Portal, please call (55) 55 17 16 98 Ext. 264 or send an e-mail to JPsanchez@solenis.com.

PERU: If the document is not on the Vendor Portal, please call +51 966 405 676 or send an e-mail to cuentasporpagar@solenis.com.

APPENDIX 1 – Solenis Legal Entities

ENTITIES	NAME, ADDRESS AND TAX NUMBERS	ADDRESS	EMAIL INVOICE TO AND DETAILS:
ARGENTINA 0544	SOLENIS ARGENTINA S.A AV. CERVIÑO 4417 PISO 7 - OFICINA A – 1425 - CABA – BUENOS AIRES CUIT: 30-68727699-6	AV. CERVIÑO 4417 PISO 7 - OFICINA A – 1425 - CABA – BUENOS AIRES	RecepcionDocumentacion@solenis.com
BRAZIL (RIO LARGO - AL) 5500	SOLENIS ESPECIALIDADES QUÍMICAS LTDA AV LOURIVAL DE MELO MOTA, S/N - BR104 - KM92 – RIO LARGO/AL - CEP: 57.100-000 CNPJ: 55.720.908/0014-86 I.E: 247.87046-3 I.M: 66381	AV LOURIVAL DE MELO MOTA, S/N - BR104 - KM92 – RIO LARGO/AL CEP: 57.100-000	<u>Local Invoicing and XML:</u> nfe.araraquara@solenis.com <u>International Invoicing:</u> SolenisBroker@solenis.com
BRAZIL (AMERICANA) 5500	SOLENIS ESPECIALIDADES QUÍMICAS LTDA RUA FLORINDO CIBIN, 7000 - PRÉDIO 09 - SÃO JERÔNIMO - AMERICANA/SP - CEP: 13470-437 CNPJ: 55.720.908/0011-33 IE: 165.453.739.117 I.M: 72746	RUA FLORINDO CIBIN, 7000 - PRÉDIO 09 - SÃO JERÔNIMO - AMERICANA/SP - CEP: 13470-437	<u>Local Invoicing and XML:</u> nfe.americana@solenis.com <u>International Invoicing:</u> SolenisBroker@solenis.com
BRAZIL (ARARAQUARA) 5500	SOLENIS ESPECIALIDADES QUÍMICAS LTDA AV JOÃO BAPTISTA MENDES FERRAZ, 1881 - PORTAL DAS LARANJEIRAS - ARARAQUARA/SP CEP: 14.803-685 CNPJ: 55.720.908/0013-03 I.E: 181.403.955.113 I.M: 1365071	AV JOÃO BAPTISTA MENDES FERRAZ, 1881 - PORTAL DAS LARANJEIRAS - ARARAQUARA/SP CEP: 14.803-685	<u>Local Invoicing and XML:</u> nfe.araraquara@solenis.com <u>International Invoicing:</u> SolenisBroker@solenis.com
BRAZIL (PAULÍNIA) 5500	SOLENIS ESPECIALIDADES QUÍMICAS LTDA AV ROBERTO SIMONSEN, 500 - RECANTO DOS PASSAROS - PAULÍNIA/SP - CEP: 13148-030 CNPJ: 55.720.908/0002-42 I.E: 513.004.236.110 I.M: 795	AV ROBERTO SIMONSEN, 500 - RECANTO DOS PASSAROS - PAULÍNIA/SP - CEP: 13148-030	<u>Local Invoicing and XML:</u> nfe.paulinia@solenis.com <u>International Invoicing:</u> SolenisBroker@solenis.com
BRAZIL (SÃO PAULO) 5500	SOLENIS ESPECIALIDADES QUÍMICAS LTDA RUA WERNER VON SIEMENS, 111 - PRÉDIO 11 - TORRE A - 11º ANDAR - LAPA DE BAIXO SÃO PAULO/SP - CEP: 05069-900 CNPJ: 55.720.908/0001-61 I.E: 116.560.961.119 I.M: 3.270.850-5	RUA WERNER VON SIEMENS, 111 - PRÉDIO 11 - TORRE A - 11º ANDAR - LAPA DE BAIXO SÃO PAULO/SP CEP: 05069-900	<u>Local Invoicing and XML:</u> nfe.saopaulo@solenis.com <u>International Invoicing:</u> SolenisBroker@solenis.com
BRAZIL (SOROCABA) BR02	INNOVATIVE WATER CARE IND E COM DE PROD QUIM BRASIL LTDA ESTRADA DOS CARVALHOS, 1441, Galp.09a16 Bairro: CAJURU DO SUL, CEP.: 18105122, SOROCABA, SP - Brasil CNPJ: 43.677.178/0001-84 I.E: 798.255.036.113 I.M: 367408	ESTRADA DOS CARVALHOS, 1441, GALP.09A16 BAIRRO: CAJURU DO SUL, CEP.: 18105122, SOROCABA, SP - BRASIL	<u>Local Invoicing and XML:</u> nf.sorocaba@solenis.com prodttf@digital-documents.net <u>International:</u> SolenisBroker@solenis.com
BRAZIL (IGARASSU) BR02	INNOVATIVE WATER CARE IND E COM DE PROD QUIM BRASIL LTDA. ROD PE-041, S/N, KM 6,5 Bairro: ARARIPE, CEP.: 53659899 Igarassu, PE – Brasil CNPJ: 43.677.178/0010-75 I.E: 013820125 I.M: 04606	ROD PE-041, S/N, KM 6,5 BAIRRO: ARARIPE, CEP.: 53659899 IGARASSU, PE – BRASIL	<u>Local Invoicing and XML:</u> nf.igarassu@solenis.com prodttf@digital-documents.net <u>International:</u> SolenisBroker@solenis.com

ENTITIES	NAME, ADDRESS AND TAX NUMBERS	ADDRESS	EMAIL INVOICE TO AND DETAILS:
CHILE 0565	SOLENIS ESPECIALIDADES QUIMICAS LTDA AV NUEVA TAJAMAR 481 TORRE NORTE - OFICINA 1108 LAS CONDES – SANTIAGO - CP 7550099 RUT: 77.736.740-4	AV NUEVA TAJAMAR 481 TORRE NORTE - OFICINA 1108 LAS CONDES – SANTIAGO CP 7550099	<u>Local Invoicing:</u> SEND XML TO: windte_dte@custodium.com SEND PDF TO: kaguilera@solenis.com <u>International Invoicing:</u> nkfrias@solenis.com
COLOMBIA 0571	SOLENIS COLOMBIA S.A.S KM 25 AUTOPISTA NORTE, PARQUE INDUSTRIAL DEL NORTE, BODEGA 104 - 051038 GIRARDOTA (ANTIOQUIA – COLOMBIA) NIT: 900.671.882-2	KM 25 AUTOPISTA NORTE, PARQUE INDUSTRIAL DEL NORTE, BODEGA 104 - 051038 GIRARDOTA (ANTIOQUIA – COLOMBIA)	FacturacionColombia@solenis.com
MÉXICO (ALTAMIRA) 1800	SOLENIS TECHNOLOGIES MÉXICO S de RL de CV AV. SARA #4553, COL. GUADALUPE TEPEYAC, C.P. 07840, GUSTAVO A. MADERO, CDMX RFC: STM140509QUA	BOULEVARD DE LOS RÍOS KM 1+ 880, PUERTO INDUSTRIAL ALTAMIRA C.P. 89600, ALTAMIRA TAMAULIPAS, MÉXICO.	<u>Local Invoicing:</u> SEND XML AND PDF TO: Vendormexico@solenis.com Forma de Pago: 99 "Por Definir" Método de Pago: PPD "Pago en parcialidades o diferido" CFDI: G03 "Gastos en General" Complemento de Pagos: cpagosmexico@Solenis.com <u>International Invoicing:</u> CPerez@solenis.com
MÉXICO (SARA) 1800	SOLENIS TECHNOLOGIES MÉXICO S de RL de CV AV. SARA #4553, COL. GUADALUPE TEPEYAC, C.P. 07840, GUSTAVO A. MADERO, CDMX RFC: STM140509QUA	AV. SARA #4553, COL. GUADALUPE TEPEYAC, C.P. 07840, GUSTAVO A. MADERO, CDMX	<u>Local Invoicing:</u> SEND XML AND PDF TO: Vendormexico@solenis.com Forma de Pago: 99 "Por Definir" Método de Pago: PPD "Pago en parcialidades o diferido" CFDI: G03 "Gastos en General" Complemento de Pagos: cpagosmexico@Solenis.com <u>International Invoicing:</u> CPerez@solenis.com
MÉXICO (TOLUCA) 1800	SOLENIS TECHNOLOGIES MÉXICO S de RL de CV AV. SARA #4553, COL. GUADALUPE TEPEYAC, C.P. 07840, GUSTAVO A. MADERO, CDMX RFC: STM140509QUA	BOULEVARD MAGNOCENTRO NO. 8 PISO 4, CENTRO URBANO INTERLOMAS, C.P.52760, HUIXQUILUCAN, EDO. DE MEX.	<u>Local Invoicing:</u> SEND XML AND PDF TO: Vendormexico@solenis.com Forma de Pago: 99 "Por Definir" Método de Pago: PPD "Pago en parcialidades o diferido" CFDI: G03 "Gastos en General" Complemento de Pagos: cpagosmexico@Solenis.com <u>International Invoicing:</u> CPerez@solenis.com
PERU (OLGUIN) 0515	SOLENIS PERU S.A.C AV MANUEL OLGUIN, 325 – INT 505 URB. LOS GRANADOS – DISTRICT SANTIAGO DE SURCO LIMA - PERU RUC: 20537025388	AV MANUEL OLGUIN, 325 – OFFICE 505 SANTIAGO DE SURCO DISTRICT LIMA - PERU	<u>Local Invoicing:</u> SEND XML PDF TO: recepcionfacturasperu@solenis.com with SUNAT validation and Delivery. <u>International Invoicing:</u> JALVA@SOLENIS.COM
PERU (CALLAO) 0515	SOLENIS PERU S.A.C AV MANUEL OLGUIN, 325 – INT 505 URB. LOS GRANADOS – DISTRICT SANTIAGO DE SURCO LIMA - PERU RUC: 20537025388	AV JOSE GÁLVEZ, 1401 BELLA VISTA DISTRICT CALLAO - PERU	<u>Local Invoicing:</u> SEND XML PDF TO: recepcionfacturasperu@solenis.com with SUNAT validation and Delivery. <u>International Invoicing:</u> JALVA@SOLENIS.COM
PERU (LURIN) 0515	SOLENIS PERU S.A.C AV MANUEL OLGUIN, 325 – INT 505 URB. LOS GRANADOS – DISTRICT SANTIAGO DE SURCO LIMA - PERU RUC: 20537025388	CALLE A – MANZANA O - LOTE 13 LURIN DISTRICT LIMA - PERU	<u>Local Invoicing:</u> SEND XML PDF TO: recepcionfacturasperu@solenis.com with SUNAT validation and Delivery. <u>International Invoicing:</u> JALVA@SOLENIS.COM

APPENDIX 2 – Foreign Trade with Brazil and Peru

Documents must be issued to the proper Solenis Legal Entity, approved by broker indicated by Solenis and forwarded as mentioned below:

- **BRAZIL** – SOLENIS ESPECIALIDADES QUÍMICAS

DOCUMENTS REQUIRED	APPROVAL OF DRAFT DOCUMENTS	REMIT OF ORIGINAL SHIPPING DOCUMENTS
Commercial Invoice Bill of Lading Packing List Certificate of Analysis Certificate of Fumigation	Please remit <u>draft documents</u> to broker indicated by Solenis, before issuing <u>original shipping documents</u> : SolenisBroker@solenis.com	Please remit <u>original shipping documents</u> by courier to the address of broker indicated by Solenis: BDP South America Ltda. Av. Alfredo Egídio de Souza Aranha, 100 - Bloco D - 12º andar -Vila Cruzeiro 04726-170 - São Paulo – SP - Brasil Att.: Camila Pereira + 55 11 5504-3425 + 55 11 97242-1816

Electronic documents must be sent electronically in PDF formats.

- **BRAZIL** - INNOVATIVE WATER CARE IND E COM DE PROD QUIM BRASIL LTDA:

DOCUMENTS REQUIRED	APPROVAL OF DRAFT DOCUMENTS	REMIT OF ORIGINAL SHIPPING DOCUMENTS
Commercial Invoice Bill of Lading Packing List Certificate of Analysis Certificate of Fumigation	Please remit <u>draft documents</u> to broker indicated by Solenis, before issuing <u>original shipping documents</u> : SolenisBroker@solenis.com	Please remit <u>original shipping documents</u> by courier to the address of broker indicated by Solenis: BDP South America Ltda. Av. Alfredo Egídio de Souza Aranha, 100 - Bloco D - 12º andar -Vila Cruzeiro 04726-170 - São Paulo – SP - Brasil Att.: Camila Pereira + 55 11 5504-3425 + 55 11 97242-1816

Electronic documents must be sent electronically in PDF formats.

- **PERU** - SOLENIS PERU S.A.C

DOCUMENTS REQUIRED	APPROVAL OF DRAFT DOCUMENTS	REMIT OF ORIGINAL SHIPPING DOCUMENTS
Commercial Invoice Bill of Lading Packing List Certificate of Analysis Certificate of Fumigation	Please remit <u>draft documents</u> to broker indicated by Solenis, before issuing <u>original shipping documents</u> : JALVA@SOLENIS.COM	Please remit <u>original shipping documents</u> by courier to the address of broker indicated by Solenis: JAIME RAMIREZ MC CUBBIN SRL TDA RUC: 20100407362 ADDRESS: JR. TRUJILLO N. 754 MAGDALENA DEL MAR, LIMA PERU ZIP CODE: 13007 ATT. ALAN MILLA TEL. +51 960 154 529

Electronic documents must be sent electronically in PDF formats.

ANEXO 3 – Invoicing Brasil (local)

For documents issued to legal entities in Brazil, it is worth highlighting some important points:

1. Nota Fiscal - Use TAGs on XML:

- Purchase Order N° - <xPed> - At item level;
- Purchase Order item N° - <nItemPed> - At item level;
Important: Consider item numbering equal to PO numbering (Ex.: 10, 20, 30, etc.);
- Due Date - <dVenc> - in the format "AAAA-MM-DD"

2. Nota Fiscal – Warehouse Deliveries:

Enter the details of the General Warehouse delivery location (Solenis warehouse) in the #Additional Information field of the invoice#. Mandatory Text: COMPANY / CNPJ / IE / ADDRESS according to Art. 484 of RIPI/2010 and; Art. 12 of Annex VII of RICMS/2000.

3. Price Tolerances:

It is important to respect values stated in the Purchase Order.
Commercial differences beyond what is tolerable may result in delays or even refusals.

4. Return & Nota Fiscal Exchange:

When there is a discrepancy between the Invoice and the Purchase Order, the operation of exchanging the invoice for acceptance of the goods is expressly prohibited, since the invoice at the time of delivery is the official invoice of the operation and any actions must be taken for the same.

5. Material - Nota Fiscal Eletrônica - Remittance:

It is important that the documents are sent to the respective emails (Appendix 1).

6. Service - Nota Fiscal - Remittance:

It is important that in the case of Services, the documents are also sent to the Solenis Requestor's email address and their respective emails (Appendix 1).

7. Issuance of invoices will be accepted until the second to last business day of the month. After this date, emissions must be postponed to the following month.

APPENDIX 4 – Vendor Portal

Solenis established a self-service Web Portal to provide suppliers with a convenient way to inquire about the status of their paid or unpaid invoices, and to assist them with their cash application and management. This website is available 24 hours a day, 365 days a year.

Register for Solenis Vendor Accounts Payable Portal

- Web Site: <https://vendor.solenis.com>
- Click on register and follow the process to register as a new user
 - Enter 7-digit Solenis Vendor Number from bottom of a Solenis Purchase Order
 - Enter Invoice Number paid by Solenis within the last 180 days
 - Enter invoice number without any spaces, dashes or special characters
 - Example: #ABC2016-12345 Enter as: abc201612345
 - Enter Invoice Amount from Invoice Number above.
- Login to the application. Enter User ID and System-generated Password provide by email into application, Figure 1

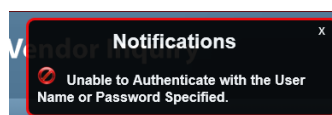
Figure 1

- If credentials are entered correctly or incorrectly, Figure 2 or 3 will appear.

Figure 2



Figure 3



- Account will be locked after five incorrect login attempts
- Registration issues can be resolved by:
 - Send Email to: SolenisNonSAPWebTeam@techmahindra.com
 - Use password: Solenis@2015
 - Include your User Name & Email Address

Resetting User ID or Password

- If you forgot your User ID or Passwords, click on “Forgot User ID/Password”, Figure 4.

Figure 4

- Provide requested information and click “Request Password”
- An email will be automatically sent to the email address provided

Solenis Accounts Payable Supplier Portal Search Screen

The screenshot shows the Solenis Vendor Inquiry search screen. The header includes the Solenis logo and the text "Vendor Inquiry". Below the header are navigation links: INVOICES, ASSOCIATE VENDOR, CONTACT US, and FAQ. The main search area is titled "Invoices" and contains several input fields: Vendor (with a dropdown menu showing "0002"), Invoice Number (with a text input field containing "23435, 234532 etc."), Invoice Date, Invoice Status (with a dropdown menu showing "All"), Payment Due Date, Payment Released Date, Invoice Amount, and Payment Amount. There are also "Enter" and "Export" buttons. Annotations with arrows point to various fields and buttons, providing instructions such as "When searching for payment status, it's better to leave these blocks blank.", "Click here to clear default dates.", "Leaving the invoice status at 'All' will yield the maximum results.", "When requesting remittance detail, please enter the payment amount in this block.", "Click on the word Enter on the screen (not the keyboard enter key) to get results.", and "Click here to display results on an Excel spreadsheet."

- An invoice might not appear on this screen for several reasons:
 - Invoice not received via your method of delivery;
 - Invoice sent to an address other than Accounts Payable, thereby delaying posting;
 - Invoice returned for not containing complete/correct information for processing;
 - Invoice returned for not meeting Solenis' Invoice and Billing Standards; and/or
 - Invoice payment is not due for payment in the next 10 business days