

# Supplier Invoicing Charter

## BILLED COMPANY

### Arkema France

Sending invoice\*: [Invoices.arkema-fr@arkema.com](mailto:Invoices.arkema-fr@arkema.com)  
Reminder: [relances.invoice@arkema.com](mailto:relances.invoice@arkema.com)  
Billing address:

**ARKEMA France**  
CSP FOURNISSEURS  
TSA 90030  
45123 CHALETTE SUR LOING CEDEX

### Arkema UK LTD

Sending invoice\*: [Invoices.arkema-uk@arkema.com](mailto:Invoices.arkema-uk@arkema.com)  
Reminder: [relances.invoice@arkema.com](mailto:relances.invoice@arkema.com)  
Billing address:

**ARKEMA UK Ltd c/o Bostik Limited**  
Common Road  
Stafford ST16 3EH  
UNITED KINGDOM

### Arkema GMBH

Sending invoice\*: [Invoices.arkema-de@arkema.com](mailto:Invoices.arkema-de@arkema.com)  
Reminder: [mahnung.arkema-de@arkema.com](mailto:mahnung.arkema-de@arkema.com)  
Billing address:

**ARKEMA GMBH c/o ARKEMA France**  
CSP FOURNISSEURS  
TSA 10031  
45123 CHALETTE SUR LOING CEDEX

### Arkema MIDDLE EAST DMCC

Sending invoice\*: [Invoices.arkema-uae@arkema.com](mailto:Invoices.arkema-uae@arkema.com)  
Reminder: [relances.invoice@arkema.com](mailto:relances.invoice@arkema.com)  
Billing address:

**ARKEMA MIDDLE EAST DMCC**  
UNIT No1108 JBC3 BUILDING  
JUMEIRAH LAKES TOWERS CLUSTER Y  
PO BOX 336393 DUBAI UAE

### Arkema ANTWERP NV

Sending invoice\*: [Invoices.arkema-antwerp@arkema.com](mailto:Invoices.arkema-antwerp@arkema.com)  
Reminder: [relances.invoice@arkema.com](mailto:relances.invoice@arkema.com)  
Billing address:

**ARKEMA ANTWERP**  
Nieuwe Weg 1 – Haven 1053  
B-2070 Zwijndrecht  
BELGIUM

### Arkema SRL

Sending invoice\*: [Invoices.arkema-it@arkema.com](mailto:Invoices.arkema-it@arkema.com)  
Reminder: [annalisa.piotto@arkema.com](mailto:annalisa.piotto@arkema.com)  
Billing address:

**ARKEMA SRL**  
Contabilità fornitori  
Via Pregnana 63 – Casella Postale n°95  
20017 RHO (MI) ITALIA

### Arkema QUIMICA SAU

Sending invoice\*: [Invoices.arkema-es@arkema.com](mailto:Invoices.arkema-es@arkema.com)  
Reminder: [arkema.sanc-tesoreria@arkema.com](mailto:arkema.sanc-tesoreria@arkema.com)  
Billing address:

**ARKEMA QUIMICA c/o ARKEMA France**  
CSP FOURNISSEURS  
TSA 30033  
45123 CHALETTE SUR LOING CEDEX

### Arkema BV

Sending invoice\*: [Invoices.arkema-nl@arkema.com](mailto:Invoices.arkema-nl@arkema.com)  
Reminder: [fin.dpt.vlissingen@arkema.com](mailto:fin.dpt.vlissingen@arkema.com)  
Billing address:

**ARKEMA BV c/o ARKEMA France**  
CSP FOURNISSEURS  
TSA 20032  
45123 CHALETTE SUR LOING CEDEX

### Arrmaz Products Inc

Sending invoice\*: [arkema.mulb-invoices@arkema.com](mailto:arkema.mulb-invoices@arkema.com)  
Reminder: [arkema.mulb-reminders@arkema.com](mailto:arkema.mulb-reminders@arkema.com)

### Arrmaz Trucking Inc

Sending invoice\*: [arkema.mulb-trucking-invoices@arkema.com](mailto:arkema.mulb-trucking-invoices@arkema.com)  
Reminder: [arkema.mulb-trucking-reminders@arkema.com](mailto:arkema.mulb-trucking-reminders@arkema.com)

\* Email address to be used until your enrollment on Sy by CEgedim

# Supplier Invoicing Charter

## BILLING INSTRUCTIONS:

- Sending of invoices in PDF format, including appendices at the end
- One invoice per order
- All invoice cancellation requires a credit note

## MANDATORY INFORMATION:

- Invoicing supplier complete legal and tax information : company name, address, tax and legal ID
- Invoiced company name and tax identifier (NIF) mentioned on the ARKEMA purchase order
- Purchase order reference:

<b>Purchase order</b>	49XXXXXXXX / 65XXXXXXXX 84XXXXXXXX / 85XXXXXXXX 86XXXXXXXX / 87XXXXXXXX
<b>Service entry sheet</b>	100XXXXXXXX
<b>Invoice proposal</b>	510XXXXXXXX
<b>Sales order</b>	6XXXXX / 7XXXXX / 8XXXXX
<b>Shipment number</b>	ARXXXXXXXX 48X0XXXXX / 39XXXXXXXX



**The absence of the obligatory mentions will lead to the rejection of the invoice**

## INVOICE TRANSMISSION:

- **Suppliers registered on SY portal by CEGEDIM**  
Deposit on the portal or send to your specific email address provided by CEGEDIM  
Need for assistance: send email to [arkema-demat@cegedim.com](mailto:arkema-demat@cegedim.com)
- **Non-registered supplier on SY portal by CEGEDIM**  
Sending your invoice preferably on the billing email address (see on 1st page)

## NEED FOR INFORMATION:

- **On your orders** (understanding, terms of payment, prices ...)  
Sender of the order, indicated on page 1 of the order form
- **On your overdue invoices:**  
Suppliers registered in SY portal: Consultation of the payment status in the portal  
Non-registered suppliers in SY portal: Sending reminders by email (see on 1st page)
- **Payment notices not received:**  
Arkema France, Arkema UK limited, Arkema Antwerp, Arkema Middle East:  
[central.paiement@arkema.com](mailto:central.paiement@arkema.com)  
Other companies: See reminder emails on first page

# Supplier Invoicing Charter

## APPENDIX

### TAX IDENTIFICATION NUMBERS PER ENTITY:

#### ARKEMA FRANCE

FR32319632790  
ATU38204402  
BE0425801987  
CZ682142863  
DE119357706  
DK20909641  
ESN0015631E  
FI09973677  
HU26905376  
IE6608536J  
IT00124429994  
LU17901334  
NL801489921B01  
PL5263044380  
PT980430810  
RO27478601  
SE502048754101  
560038226

#### ARKEMA SRL

IT10676490153  
ATU74965004  
BE0822325220  
CZ684971408  
DE296902488  
ESN0051510F  
FR21412780884  
NL823942776B01  
SK4020211404

#### ARKEMA QUIMICA

ESA28135705  
IT00163949993

#### ARKEMA GMBH

DE811162470  
ATU41118009  
BE0682883364  
NL801194039B01  
PL5263128361

#### ARKEMA BV

NL008007391B01  
BE0536354372  
DE290674041

#### ARKEMA ANTWERP

BE0460850166

#### ARKEMA SA

FR55445074685

#### ARKEMA UK LTD

GB113189728

#### ARKEMA MIDDLE EAST

100369662000003

#### ARRMAZ PRODUCTS INC

59-3264193

#### ARRMAZ TRUCKING INC

59-3264367