

ARKEMA

Guideline

Supplier Invoicing

12/12/2024

At a glance

→ action

Invoice template:

requirements:

Invoicing address:

→ Guidance

- **On paper / A4-format**
one invoice per site
- **complete contact details (company name, address, VAT ID...)**
- **name company: ARKEMA GmbH (DE811162470)**
- **ARKEMA order-number**
- **delivery address and delivery place**
- **same payment terms as on the purchase order**
- **bank account per currency**
- **per e-mail: in PDF form, to:**
- **invoices.arkema-de@arkema.com**

At a glance

→ action

Invoicing address:

→ guidance

ARKEMA GMBH

c/o ARKEMA France

CSP Fournisseurs

TSA 10031

F-45123 CHALETTE SUR LOING CEDEX

Requirements for the

Invoice dispatch:

→ **Invoices in PDF-format**

→ **1 PDF contains only one invoice and its attachments**

→ **Cancellation of invoices requires issuing of credit notes**

→ **Please send only invoices no reminders to the e-mail address**

At a glance

→ action

Dispatch of invoices

**Request for an unpaid invoice
Or an overdue**

→ Contact details

Per e-mail in PDF-format

invoices.arkema-de@arkema.com

Or by post:

ARKEMA GMBH c/o ARKEMA France

CSP FOURNISSEUR

TSA 10031

F-45123 CHALETTE SUR LOING CEDEX

Per e-mail

central.paiement@arkema.com

At a glance

→ action

Copie of payment advice

→ Contact details

Per e-mail:

central.paiement@arkema.com

IMPORTANT

- **Please note the order number on each invoice. If the order-number is missing on the invoice, the invoice cannot be paid and will be automatically rejected.**
- **Order-numbers have the following number range: 65XXXXXXXX Goods and Services
85XXXXXXXX raw materials**

VAT-ID for ARKEMA GMBH



Thank you for complying the guidelines