

## ALBEMARLE GENERAL INVOICING GUIDE FOR CHINA

This guide highlights rules relevant to settling payables invoiced to Albemarle. Albemarle’s Accounts Payables department will enforce compliance with the rules set forth in this document.

### 1. NO PO – NO PAY

All payables invoices issued to Albemarle have to be marked with a Purchase Order (PO) number. PO-s are issued by Albemarle Buyers and are provided to the Albemarle supplier partner (a “Partner”) during the purchasing process; this process must precede any invoice issued to Albemarle. All Partners issuing invoices must identify the PO number on their invoice as follows:

- All Partners providing a freight service must quote a PO number beginning with a “6”:
  - Example: 6XXXXXXXXX (10 digits)
- All Partners providing any goods or service other than freight must quote a PO number beginning with an “8”:
  - Example: 8XXXXXXXXX (10 digits)

#### Important notes about the PO process:

- PO line details must match with the billed invoice lines on the invoice image
- A PO issued as a blanket order can, at a maximum, cover 1 year’s worth of expenditures; any PO term beyond one (1) year is subject to review with the Albemarle procurement contact
- Albemarle may, on an exception basis, accept PO exempt services; these PO exempt services are defined in Albemarle’s procurement policy.
- Any question related to a PO must be directed to the procurement contact issuing the PO

**Any invoice submitted without a valid PO will be rejected and returned to the submitting Partner by Albemarle Accounts Payables.**

### 2. INVOICING CHANNELS

The **preferred method of invoice submission is through electronic means (PDF submission to the invoice submission e-mail addresses below)**. However, due to legal requirements in China, all domestic Chinese invoices are required to be released on paper to the Bill-to addresses below for the Albemarle Accounts Payables team to scan and pay:

*Country	Bill-to name	VAT number	Bill-to address	Invoice submission e-mail	AP contact mail
China	Shandong Sinobrom Albemarle Bromine Chemicals Company Limited	91370700679211604M	Room 506, Building 1, No.338, Dongfeng East Street, Kuiwen District, Weifang City, Shandong Province, China	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China	Jiangxi Albemarle Lithium Co., Ltd.	91360521MA35KWUF76	Industrial Park of Fenyi County, Jiangxi Province, PRC, Xinyu City, China, China	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China	Sichuan Guorun New Material Co., Ltd.	915114226991528000	Qinglong Town Pengshan District Meishan Province Sichuan	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China	Albemarle Management (Shanghai) Co., Ltd.	9131000055000097X3	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai, PRC, 200023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China	Albemarle (Shanghai) Management Dalian Branch	9121023158204458XC	Room 901, Building 23, 40# Software Park East Road, Shahekou District, Dalian, 116023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China	Albemarle Chemicals (Shanghai) Co., Ltd.	913100007456206000	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai, PRC, 200023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China	Lithium Shanghai	91310000590362019Q	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai, PRC, 200023	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com

### 3. INVOICE SUBMISSION

- All payables statutory legal criteria must be met, including mandatory invoice elements such as: labelling invoices with invoice numbers, dates, labelling the document issued as an invoice (or credit memo), identifying both transacting partners by their

correct legal address, describing the subject of the payables transaction with assigning the right value, currency and taxation applicability for the document totals

- **Non-domestic (foreign) invoices only!** Each invoice must be sent as an individual PDF file as an attachment. Invoice supporting documents must be bundled as one file together with the invoice image. The invoice image must be the first page in the PDF bundle. One e-mail transmission is allowed to have a maximum of 10 attachments as 10 separate invoice documents.
- Back-dated invoices are not accepted
- Invoices with future dates are not accepted
- Albemarle's address must be correctly stated on the invoice
- Tax registration numbers must be added to the invoice image for all countries where legally required
- Currency assignment must be clear on the invoice & must match the currency of the PO

**Non-compliance with the rules above will result in the subject invoice being sent through rejection protocols by the Albemarle Accounts Payables department.**

#### 4. QUERY MANAGEMENT

Inquiries related to invoicing must be addressed directly to Albemarle Accounts Payables through the regional query e-mail addresses set forth in the previous section \*Section 2. Table. Queries are actioned within a maximum of 3 working days. Inquiries submitted to personal mailboxes of Albemarle's employees are not monitored and will not be acted upon within the Albemarle Accounts Payables framework.

Inquiries related to account statements have to be submitted as Excel - xls/xlsx files to the regional query e-mail addresses, otherwise, they will not be processed.

#### 5. PAYMENT

Albemarle pays invoices on the 2<sup>nd</sup> and 15<sup>th</sup> of each month (each a "Payment Cycle Date"). Partner's properly submitted invoices will be paid on the Payment Cycle Date immediately following the applicable payment due date of the subject invoice. If these dates fall on public holiday or weekend, payment will be made on the next working day.

Unless stated in contract or service agreement (or agreed on during the Purchase Order process – see Purchase Order form issued by Albemarle), the default payment baseline is 60 days from issuing the invoice, in addition to the proxy rule clarified above.

Albemarle Accounts Payables prefers to pay invoices via wire transfer. If possible, all invoices issued to Albemarle should list the payee's bank account information to which the wire transfer will be made. Any other payment method (such as check, direct debit) is discouraged and will be subject to an exception-based process.

#### Important notes about the payment process:

- The Albemarle Accounts Payables department issues a **remittance advice related to a payment being made**. Remittances are sent to the contact e-mail address specified on Albemarle's Partner register.
- The Albemarle Accounts Payables department requires contact or banking details changes to be submitted through the query addresses specified in the section above.
- Any bank account change requires proof on authenticity of the bank account change request for the Albemarle Accounts Payables to carry out the requested master data change.