

ALBEMARLE GENERAL INVOICING GUIDE

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**. In the event that the Partner has not enabled e-invoicing or has not been onboarded to the Albemarle Ariba EDI protocols, Albemarle prefers to receive a PDF formatted document issued to the invoice submission e-mail addresses below:

*Country	Bill-to name	VAT number	Bill-to address	Invoice submission e-mail	AP contact mail
Australia	Albemarle Lithium PTY LTD	14618095471	Level 7, 197 St Georges Terrace, Perth, WA, 6000	au.invoices@albemarle.com	Australiau82@albemarle.com
Australia	Albemarle Wodgina PTY LTD	69630509303	25 NATIONAL CIRCUIT; FORREST; 2603	au.invoices@albemarle.com	Australiau82@albemarle.com
Belgium	Albemarle Europe SRL	BE0403062021 FR30321739112 DE180168547 IT00119339992 NL815893929B01	Rue du Bosquet 9 Parc Scientifique Einstein B-1348 Ottignies - Louvain-La-Neuve, Belgium	be.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Canada	Albemarle Chemical Canada Ltd.	856891544RT0001 8568915440TQ	400-444 7 AVE SW, Calgary, Alberta, T2P 0X8, Canada	ca.invoices@albemarle.com	ap@albemarle.com
Germany	Albemarle Germany GmbH	BE0563755882 & DE815379128 & ES11234567A	Main Airport Center, Unterschweinstiege 2-14, D-60549 Frankfurt am Main, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Albemarle Lithium Holding GmbH	DE815379128	Main Airport Center, Unterschweinstiege 2-14, D-60549 Frankfurt am Main, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Albemarle New Holding GmbH	DE309048709	Main Airport Center, Unterschweinstiege 2-14, D-60549 Frankfurt am Main, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Metalon Environmental Management & Solutions GmbH	DE811167826	Main Airport Center, Unterschweinstiege 2-14, D-60549 Frankfurt am Main, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Rockwood Specialties GmbH	DE815379128	Main Airport Center, Unterschweinstiege 2-14, D-60549 Frankfurt am Main, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com

Germany	RSG Immobilien GmbH	DE815379128	Main Airport Center, Unterschweinstiege 2-14, D-60549 Frankfurt am Main, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Dynamit Nobel Unterstützungsfonds GmbH	DE122115173	Kaiserstraße 3, 53840, Troisdorf, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Hungary	Albemarle Hungary Ltd.	HU14907759	Váci út 23-27, Budapest, 1134, Hungary	hu.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Japan	Rockwood Lithium Japan K.K.	1010001015788	Aoyama,Yasuda Building 11th Floor 7-1-1 Akasaka Minato-Ku Tokyo 107-0052 Japan	jp.invoices@albemarle.com	accounts.payable.ap@albemarle.com
Japan	Albemarle Japan Corporation	9010001010427	Aoyama,Yasuda Building 11th Floor 7-1-1 Akasaka Minato-Ku Tokyo 107-0052 Japan	jp.invoices@albemarle.com	accounts.payable.ap@albemarle.com
Netherlands	Albemarle Finance Company B.V.	NL858858915B01	Nieuwendammerkade 1-3,Amsterdam, Netherlands 1022AB, Netherlands	nl.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Taiwan	Rockwood Lithium Taiwan Co., Ltd.	97170228	17F-1,No.89, Songren Road, Xinyi District, Taipei, 110413, Taiwan	tw.invoices@albemarle.com	accounts.payable.ap@albemarle.com
Taiwan	Albemarle Taiwan Limited	53956989	17F-1,No.89, Songren Road, Xinyi District, Taipei, 110413, Taiwan	tw.invoices@albemarle.com	accounts.payable.ap@albemarle.com
UAE	Albemarle Middle East FZE	100048998700003	P.O. Box 293774,Dubai, United Arab Emirates 6WA 201, United Arab Emirates	uae.invoices@albemarle.com	accounts.payable.eu@albemarle.com
UAE	Albemarle Chemicals Trading Ltd.	104125354100001	Building No. 280, Taweelah, ABU DHABI UNITED ARAB EMIRATES	uae.invoices@albemarle.com	accounts.payable.eu@albemarle.com
US	Albemarle Corporation	54-1692118	4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	ap@albemarle.com
US	Albemarle U.S., Inc.	51-0380781	4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	rw.ap@albemarle.com
US	Albemarle Amendments, LLC	54-1692118	4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	ap@albemarle.com
US	Albemarle Overseas Employment Corporation		4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	ap@albemarle.com
US	Rockwood Specialties, LLC		4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	rw.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
- 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
- Invoices must be sent through the dedicated company e-mail addresses(see above)
- Albemarle’s address must be correctly stated on the invoice
- VAT 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 maximum 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 2nd and 15th 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 receiving 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.