

STANDARD INVOICING REQUIREMENTS AND GUIDELINES

Non-Logistics Invoices Must Contain the Following:

ALL vendor invoices shall comply with legal invoice requirements as mentioned in VAT Directive 2006/112 and local legislation and include:

- Purchaser's legal entity name, address and VAT number (sold-to and bill-to);
- Purchaser address where goods or services were provided (ship to);
- Vendor's legal entity name, address and VAT number;
- Invoice Date (NOTE: Invoice date can be later than, but not before, shipment date);
- (sequential) Invoice number, by which the invoice can be uniquely identified;
- Correct Purchase Order number or purchaser contact person;
- Date when the service was delivered;
- Quantity and description of the nature of the service;
- Price excluding VAT;
- VAT rate used and taxable amount broken down by each VAT rate;
- Total invoice amount including VAT;
- If no VAT is charged or at 0%, VAT Text/Article must be mentioned;
- If the VAT is paid by a fiscal representative, the VAT identification number, name and address of this representative;
- Applicable INCOTERM, if Products are supplied
- In case of non-EU not customs cleared Products, the mention "T1material";
- Country of origin of Products, if Products are supplied;
- Country of dispatch of Products, if Products are supplied;
- Loading Location
- Commodity code (CN8-code), weights and units, if Products are supplied;
- SE number, if Services are provided;
- Full Bank Account Details;
- Remittance name and address;
- In relation to packaging of Products:
 - quantity (in kilogram) of virgin, recycled, renewable and/or reusable plastic content, registration number required to be reported for any applicable Extended Producer Responsibility regime, manufacturer's recycled, renewable and/or reusable plastic certificate (if applicable); and amount of Plastic Packaging Tax paid (if paid for)

Logistics Invoices Must Contain the Following:

ALL vendor invoices shall comply with legal invoice requirements as mentioned in VAT Directive 2006/112 and local legislation and, in addition to the requirements set forth in "Non-Logistics Invoices" above, shall also include:

- Shipper's shipment number, BOL, Freight Order #, Purchase Order
- Origin/ Destination (including zip code)
- Carrier name and fill remittance address
- Drayage charge
- Accessorial description/amount – each MUST be listed separately
- Invoice Total
- Signed Proof of Delivery (POD)

Invoice Submission Options and Guidelines / Invoice Queries:

INVOICE SUBMITTAL BY E-MAIL

AP.INV_NEWCO@lyondellbasell.com

- Email size should be less than 10MB
- Send only one invoice per PDF-file
- Maximum of 5 invoices, per email
- The invoice/credit note should be the first page of the PDF-file
- Supporting documents must be included with each individual invoice
- Mark all critical information on the invoice
- Text added in the body of an email will not be read by automated systems
- Send only invoices / credit memos to the invoicing email addresses referenced in this section. These are fully automated mailboxes and there will be no reply. Please do not send any other items to the email addresses
- Vendor name on the invoice must match the vendor name on the purchase order

PLEASE DO NOT:

- Send duplicate invoices unless requested by an Accounts Payable Specialist;
- Submit invoices using multiple mediums.

ALL inquiries should include purchaser's purchase order number, invoice number, amount due, and a detailed explanation for the inquiry.

INVOICE INQUERIES BY E-MAIL	
English:	AP.Inquiry_English_EU@lyondellbasell.com
French:	AP.Inquiry_Francais_EU@lyondellbasell.com
Spanish:	AP.Inquiry_Espanol_EU@lyondellbasell.com
German:	AP.Inquiry_Deutsch_EU@lyondellbasell.com

INVOICE INQUERIES BY PHONE
+31 107 136 180
Toll Free: +800 59259227

Credit Memos:

Credit memos should be submitted in the same manner as invoices (see "Invoice Submission Options" above). To ensure accuracy of applying credit memos, include the following information:

- Full amount of the original (incorrect) invoice:
- The word "Credit Memo"
- Vendor Name and Contact Information
- Credit Memo number, Credit Memo Date and Credit Memo Amount
- Purchase order number
- Purchase order line number
- Original invoice number
- Explanation of credit

NOTE: If future business between purchaser and vendor is not foreseeable, and there are debit balances residing on purchaser's account with vendor and no offset credits are provided within 180 days, vendor should contact purchaser's on-site contact or procurement representative to issue a refund in the name of the entity vendor conducted business with.