

ALBEMARLE GENERAL INVOICING REQUIREMENTS

These Albemarle General Invoicing Requirements (the “**Requirements**”) specify certain requirements for invoices submitted to Albemarle. Albemarle’s Accounts Payables Department will enforce compliance with these Requirements. Failure to comply with these Requirements may result in Albemarle’s rejection of any nonconforming invoice, whether in whole or in part.

1. INVOICING INSTRUCTIONS / NO PO – NO PAY

All invoices submitted to Albemarle must include the applicable Purchase Order (“**PO**”) number or the applicable Freight Order (“**FO**”) number. POs are issued by Albemarle to a supplier (“**Supplier**”) during the purchasing process. FOs are issued by Albemarle to a logistics carrier (“**Logistics Carrier**”) when freight services are requested via the tendering or booking process. The PO or FO issuance process must precede the submission of any invoice to Albemarle. **Any invoice submitted to Albemarle without a valid PO number or FO number will be rejected.**

In addition, all invoices submitted to Albemarle must identify the PO number or FO number as follows:

- Invoices for goods or services other than freight services must quote a PO number beginning with an “8”:
 - Example: 8XXXXXXXXX (**10 digits**)
- Invoices for freight services must quote an FO number beginning with a “61” or “62”:
 - Example: 61XXXXXXXX or 62XXXXXXXX (**10 digits**)

2. PO REQUIREMENTS

- An invoice must identify each purchased item on a separate line so that the invoice matches the same line detail format used in the PO.
- A PO issued as a blanket order can, at a maximum, cover only one years' worth of expenditures. Any request for an exception to this one year limitation must be submitted in writing to the applicable Albemarle procurement contact.
- Albemarle may, in its discretion and on an exception basis, exempt certain services from the requirement to be associated with a PO.
- Any questions related to a PO must be directed to the applicable Albemarle procurement contact that issued the PO.
- The purchase prices listed in a PO issued by Albemarle will be net prices, which do not include value added taxes (“**VAT**”) or any other taxes that may apply. No prices higher than those stated in a PO are permitted to be invoiced unless the PO is amended accordingly in writing by Albemarle.
- If Supplier wants to invoice for any goods or services that are not listed in a PO, Supplier must submit a written request for approval to the applicable Albemarle procurement contact. Such request must be accompanied by a detailed justification for, and cost estimate of, such additional goods or services. If Albemarle agrees with the request, an amended PO must be issued to specify any additional goods or services and any agreed costs related thereto; otherwise, Albemarle will not pay for any additional goods or services that are not listed in a PO.

3. INVOICING CHANNELS

Albemarle’s preferred method of invoice submission is through electronic means. Albemarle’s preferred method of submission for freight services invoices is via EDI Elemica. If a Supplier or Logistics Carrier has not enabled e-invoicing or has not been onboarded to Albemarle’s EDI protocols, the Supplier or Logistics Carrier shall submit to Albemarle a PDF formatted document issued to the applicable invoice submission e-mail address below:

*Country	Bill-to name	VAT number	Bill-to address	Invoice submission e-mail	Accounts Payable contact e-mail
Australia	Albemarle Lithium PTY LTD	14618095471	Level 1, 197 St Georges Terrace, Perth, WA, 6000	au.invoices@albemarle.com	Australiaau82@albemarle.com
Australia	Albemarle Wodgina PTY LTD	69630509303	Level 1, 197 St Georges Terrace, Perth, WA, 6000	au.invoices@albemarle.com	Australiaau82@albemarle.com
Belgium	Albemarle Europe SRL	BE0403062021 FR30321739112 DE180168547 IT00119339992	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	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 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
India	Albemarle India New Materials Pvt. Ltd.	27AADCC5674L1Z8	103, Windfall, Sahar Plaza Complex, J. B. Nagar Andheri (East), Mumbai Maharashtra	in.invoices@albemarle.com	accounts.payable.ap@albemarle.com
India	Albemarle India New Materials Pvt. Ltd.	29AADCC5674L1Z4	Floor No.: 8th Floor, PS-1, Tower 2 Sumadhura Capitol Towers, Sy No.14 & 158, Pattandur Agrahara Village K. R. Puram Hobli, Bengaluru	in.invoices@albemarle.com	accounts.payable.ap@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
Saudi Arabia	Albemarle Specialties Trading C.	311729211600003	Kawther Business Building, office 205, Al Mazarea (28th) Street, Aziziah District, P.O. Box 52681, Dammam, Saudi Arabia 11573, Saudi Arabia	sa.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	Workstation No. 411C, 412C, 413C, 414C, 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	92-0244284	4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	ap@albemarle.com
US	Libra Insurance Company	993617351	4250 Congress Street Suite 900 Charlotte, NC 28209, USA	us.invoices@albemarle.com	ap@albemarle.com

4. INVOICE SUBMISSION

- All invoices must include: a valid PO number or FO number; an invoice number; a date; a title labelling the document as an invoice (or credit memo if applicable); the identity of both parties to the transaction using their correct legal addresses; a description of the goods and/or services to which the invoice relates; accurate pricing and/or rates; the appropriate currency; and any applicable taxes.
- Each invoice must be sent as an individual PDF file as an attachment to the e-mail transmission.
- The invoice and all supporting documents for that invoice must be bundled as a single PDF file.
- The invoice must be the first document in the PDF bundle.
- One e-mail transmission is allowed to include a maximum of 10 attachments as 10 separate invoice documents.
- Back-dated invoices will not be accepted. Marking an invoice with a date that precedes the actual date of issuance is generally not allowed and can be considered fraudulent. The supplier or carrier is expected to submit their invoices promptly following the actual date of issuance. They are encouraged to do so at their earliest convenience.
- Invoices with a future date will not be accepted

- Invoices must be sent to the applicable Albemarle e-mail address (see table above).
- Albemarle's address must be correctly stated on the invoice.
- VAT registration numbers must be included in the invoice for any countries where legally required.
- The currency used for the invoice must match the currency used in the PO.

Invoices submitted to Albemarle must comply with any requirements of applicable law regarding invoicing. Nothing in these Requirements will be construed as being inconsistent with any such applicable law.

5. ADDITIONAL REQUIREMENTS FOR FREIGHT SERVICES

- In order for the freight invoice settlement process to properly initiate, prior to invoice submission Logistics Carriers must ensure that applicable milestones, such as Proof of Delivery (POD) or confirmation of departure, are updated via the designated connectivity channel either through the Elemica portal or other EDI.
- No duplication of charge codes is allowed on EDI freight invoices. Logistics Carriers cannot send two or more identical charge codes on the same invoice.
- All freight invoices must include a reference to an FO number in the format of 61XXXXXXXX or 62XXXXXXXX.
- For Logistics Carriers providing road transportation, invoices must be submitted after: (i) the shipment has been delivered; and (ii) the Logistics Carrier has updated Albemarle via the applicable channel with proof of delivery (POD).
- For Logistics Carriers providing ocean transportation, invoices must be submitted after: (i) the ship has sailed from the port of departure; and (ii) the Logistics Carrier has updated Albemarle via the applicable channel with confirmation the departure milestone has been satisfied.
- Logistics Carriers cannot submit a single invoice for multiple FOs, with the exception of freight services occurring in Japan and/or Korea.
- For non-standard accessorial charges, Logistics Carriers must, prior to invoice submission, provide supporting documentation to Albemarle for such charges and receive written approval from Albemarle for such charges. Supporting documentation for accessorial charges (such as Spot Rates, Chassis Renting, Trailer Rental/Spotting, Warehouse Storage, Cancellation/Layover Fees) must also be included as part of the invoice submission process and must be bundled as a single PDF file together with the invoice.
- All invoices for FOs must indicate both the freight source location and destination location.
- The applicable currency must be clearly stated on the invoice and must match the currency used in the FO (or other contract between Albemarle and the Logistics Carrier).

6. QUERY MANAGEMENT

Inquiries related to invoicing must be addressed directly to the Albemarle Accounts Payables Department through the applicable regional accounts payable e-mail address set forth in the table in Section 3 above. Inquiries submitted to the e-mail addresses of individual Albemarle employees are not monitored for such purpose and will not be acted upon.

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

If a freight invoice is rejected, please read the entire rejection e-mail in which Albemarle will provide a reason for the rejection, and the necessary steps required for resolution. If a freight invoice was rejected during a freight audit, the Albemarle Freight Settlement Team will provide instructions in the rejection e-mail regarding how to resolve the issue.

7. PAYMENT

Albemarle pays invoices on the 2nd and 15th of each month (each a “**Payment Cycle Date**”). Accurate and complete invoices properly submitted in accordance with these Requirements will be paid on the Payment Cycle Date immediately following the applicable payment due date of the subject invoice. If a Payment Cycle Date falls on a public holiday or a weekend, payment will be made on the next business day.

Unless otherwise specified in a contract with Albemarle (or otherwise mutually agreed by the parties in writing), the default payment timeline is 60 days after receiving an accurate and complete invoice.

Albemarle pays invoices via wire transfer unless Albemarle authorizes in writing a different payment method. All invoices issued to Albemarle must list the payee’s bank account information to which a wire transfer payment can be made.

Further requirements related to the payment process are as follows:

- Albemarle will issue a remittance advice in conjunction with the submission of a payment. Remittance advices will be sent to the e-mail address specified in the invoice, or to the contact e-mail address Albemarle has on file for the applicable Supplier or Logistics Carrier.
- Any changes to contact or banking details for a Supplier or Logistics Carrier shall be submitted to Albemarle through the applicable regional accounts payable e-mail address set forth in the table in Section 3 above.
- If a Supplier or Logistics Carrier requests a change to its bank account information, Albemarle may require proof of the authenticity of such change before Albemarle will carry out the change when making payments.

8. REFERENCE IN OTHER DOCUMENTS

If these Requirements are referred to in, or a link to these Requirements is included in, another document then these Requirements will be deemed to be incorporated by reference into that document.