

## 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: 6XXXXXXXXXX (10 digits)
- All Partners providing any goods or service other than freight must quote a PO number beginning with an “8”:
  - Example: 8XXXXXXXXXX (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
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
Australia	Albemarle Lithium Pty Ltd	14618095471	Po Box 431, Australind, Western Australia 6233, Australia	au.invoices@albemarle.com	Australiaau82@albemarle.com
Australia	MARBL Lithium Operations Pty Ltd	52637077608	Po Box 431, Australind, Western Australia 6233, Australia	au.invoices@albemarle.com	Australiaau82@albemarle.com
Belgium	Albemarle Europe SRL	BE0403062021 FR30321739112 DE180168547 IT00119339992 NL815893929B01	Rue du Bosquet 9 Parc Scientifique Einstein B-1348 Ottignies - Louvain-La-Neuve	be.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Canada	Albemarle Chemical Canada Ltd.	856891544RT0001 8568915440TQ	1200, 10123 99 St. NW, Edmonton, Alberta T5J 3H1, Canada	ca.invoices@albemarle.com	ap@albemarle.com
Germany	Albemarle Germany GmbH	BE0563755882 & DE815379128 & ES11234567A	Innerstetal 2, Langelsheim, Germany 38685, Germany	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Albemarle Lithium Holding GmbH	DE815379128	Industriepark Hochst, Gebaude G 879 65926 Frankfurt am Main	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Albemarle New Holding GmbH	DE309048709	Industriepark Hochst, Gebaude G 879 65926 Frankfurt am Main	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Metalon Environmental Management & Solutions GmbH	DE811167826	Industriepark Hochst, Gebaude G 879 65926 Frankfurt am Main	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Rockwood Specialties GmbH	DE815379128	Industriepark Hochst, Gebaude G 879 65926 Frankfurt am Main	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com

Germany	RSG Immobilien GmbH	DE15379128	Industriepark Höchst, Gebäude G 879 65926 Frankfurt am Main	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Germany	Dynamit Nobel Unterstützungsfonds GmbH	DE122115173	KAISERSTRASSE 3, 53840 TROISDORF	de.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Hungary	Albemarle Hungary Ltd.	HU14907759	1133 Budapest, Váci út 76, Hungary	<a href="mailto:hu.invoices@albemarle.com">hu.invoices@albemarle.com</a>	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 Catalysts Company B.V.	BE0886417078 & FR31423145499 & DE813204716 & IT00113639991 & NL807679008B01	Nieuwendammerkade 1-3,Amsterdam, Netherlands 1022 AB, Netherlands	nl.invoices@albemarle.com	accounts.payable.eu@albemarle.com
Saudi Arabia	Albemarle Saudi Trading Company	301254861200003	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
Singapore	Albemarle Singapore Pte. Ltd.	ABN30061231229 & 200801966R	30 Cecil Street, #28-05/08, Prudential Tower,Singapore, Singapore 049712, Singapore	sg.invoices@albemarle.com	accounts.payable.ap@albemarle.com
Thailand	Albemarle (Thailand) Co., Ltd.	0105562156848	689 Bhiraj Tower at Emquartier, floor 30,Sukhumvit Rd, Kwaeng Klongton Nuea, Khet Vadhana Bangkok 10110	th.invoices@albemarle.com	accounts.payable.ap@albemarle.com
Taiwan	Rockwood Lithium Taiwan Co., Ltd.	97170228	Roosevelt RD Sec 2 25f-1,91,DA-An District 106 , Taipei ,Taiwan	tw.invoices@albemarle.com	accounts.payable.ap@albemarle.com
Taiwan	Albemarle Taiwan Limited	53956989	25F-1, No. 91,Roosevelt Road,Sec. 2,Taipei,Taiwan 10646	tw.invoices@albemarle.com	accounts.payable.ap@albemarle.com
US	Albemarle Corporation		4250 Congress Street Suite 900 Charlotte, NC 28209	us.invoices@albemarle.com	ap@albemarle.com
US	Albemarle U.S., Inc.		348 Holiday Inn Drive NC 28086 Kings Mountain USA	us.invoices@albemarle.com	rw.ap@albemarle.com
US	Albemarle Amendments, LLC		4250 Congress Street Suite 900 Charlotte, NC 28209	<a href="mailto:us.invoices@albemarle.com">us.invoices@albemarle.com</a>	ap@albemarle.com
US	Albemarle Overseas Employment Corporation		2626 Glenwood Ave Ste 550, Raleigh, NC 27608	us.invoices@albemarle.com	ap@albemarle.com
US	Rockwood Specialties Group, LLC		100 Overlook Center Princeton, NJ 08540	us.invoices@albemarle.com	rw.ap@albemarle.com
South Africa	Albemarle Chemicals South Africa (Proprietary) Limited	4750218531	Postnet Suite 370, Private Bag X10, Musgrave, Durban 4062	za.invoices@albemarle.com	accounts.payable.eu@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 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.