

Billing and Invoice Standards for Pool Solutions, a Business Unit of Solenis

CONTENT OF INVOICE

Each invoice must clearly, completely, and accurately contain the following information to ensure timely processing.

- 1. Purchase Order (PO) number, 10 digits.**
If NO PO number (NON-PO) is provided, use E-mail address of Solenis contact who placed the order
- 2. Supplier Invoice number and invoice date.**
- 3. Legal name of the entity that is being supplied (Appendixes 1-3, Column B)**
- 4. Ship-to address**
- 5. VAT / GST Number of the entity that is being supplied (if applicable, Column C)**
- 6. Supplier legal name, address and VAT / GST Number (if applicable)**
- 7. Currency**
- 8. Payment terms, set forth within our agreement or contract**
- 9. Tax amounts and tax rates separately identified (if applicable)**
- 10. Total value of goods/services supplied**
- 11. On a Purchase Order (PO) it is required to have on invoice**
 - I. Description of goods / services supplied
 - II. Purchase order line number and line item description
 - III. IWC material number (if applicable)
 - IV. IWC commodity code (if applicable)
 - V. Quantity
 - VI. Unit of Measure (UOM), should match the UOM on IWC Purchase Order

Non-compliance with these requirements may result in delay of invoice(s) processing and payment. Additionally, incorrectly submitted invoice(s) may, at the discretion of Solenis, be returned unpaid for correction and re-submission, who will need to cancel the non-compliant invoice and issue a new invoice. This will reset the payment due date.

In cases where non-compliance causes a delay in processing and the loss of an early payment discount to which Innovative Water Care (IWC) would otherwise have been entitled, IWC will process the invoice(s) and be entitled to that discount.

Invoice(s) that will be paid by Solenis Corporate Credit Card ("P-Card") have no specific invoice(s) content requirements, but they must be sent to the cardholder with complete and accurate information to enable payment.

WHERE AND HOW TO SEND INVOICE(S)

- Supplier invoice(s) must be **emailed in PDF format** and meet all the conditions as set by the Tax authorities in the relevant countries
- Invoice(s) must be sent to these **Solenis Accounts Payable email addresses**

Type of Good / Service being supplied	Region / Country of Solenis Entity	Legal Name of Entity	Where to send invoice(s)
Goods and/or Services other than Legal Services	EMEA except South Africa	All IWC entities	IW-EMEA-IN@solenis.com
Goods and/or Services other than Legal Services	South Africa	Innovative Water Care SA Holding (Pty) Ltd	IW-SA-IN@solenis.com
Goods and/or Services other than Legal Services	All North American countries	All IWC entities	IW-NA-IN@solenis.com
Legal Services	All North American & EMEA countries	All Solenis or IWC entities	legalinvoices@solenis.com
Tax Services	North American	All Solenis entities	Brandon Winkler (bwinkler@solenis.com)
	EMEA	All Solenis entities	Angela Koekkoek (akoekkoek@solenis.com)
	Asian Pacific	All Solenis entities	Carolyn Shen (CaShen@solenis.com)
	Latin America	All Solenis entities	Cristina Perotti (cperotti@solenis.com)

- Use email address in line; 'to' or 'cc'. NOT in 'bcc' line.
- Solenis will NOT accept invoice(s) sent to any other destination or in any other format.
- Send separate PDF invoice files per PO nr. Do not combine several invoices into 1 PDF document.
However, its allowed to send Multiple PDF documents (several invoices) in one email.
- How to submit paper invoice(s). If you have an agreed exception that allows you to submit paper invoices or forced by law to send paper invoice(s). Please send invoices in an envelope addressed to; check Appendix 1, 2

HOW TO TRACK INVOICE STATUS

Solenis has established a supplier inquiry website ("Vendor Portal") at <https://vendor.solenis.com>.

Solenis expects every supplier to register at and use the Vendor Portal, as this is the most efficient way for a supplier to check the status of one or multiple invoice(s).

Suppliers can also request the status of an invoice via the following email addresses:

NA Queries	IW-NA-RQ@solenis.com
EMEA Queries	IW-EMEA-RQ@solenis.com
South Africa Queries	IW-SA-RQ@solenis.com
LATAM	contasapagar@solenis.com

Appendix 1 – Pool Solutions, a business unit of SolenisNorth America Legal and Bill-to Entity Information

Column A Country and Company Code	Column B Legal Entity Name and Address	Column C VAT/GST/EINS Registration Number
USA US40	INNOVATIVE WATER CARE GLOBAL CORPORATION 2475 PINNACLE DRIVE WILMINGTON, DE 19803	83-2443793
USA US33	INNOVATIVE WATER CARE, LLC 2475 PINNACLE DRIVE WILMINGTON, DE 19803	83-1712074
CANADA CA02	INNOVATIVE WATER CARE CANADA INC. 2475 PINNACLE DRIVE WILMINGTON, DE 19803	873480420 RT0001

Supplier invoice(s) must be emailed in PDF format. If you have an agreed exception that allows you to submit paper invoices or forced by law to send paper invoice(s). Please send invoices in an envelope addressed to:

North America Countries

Innovative Water
Care, LLC 2475
Pinnacle Drive
Wilmington, DE 19803

Appendix 2 – Pool Solutions, a business unit of Solenis LATAM Legal and Bill-to Entity Information

Column A Country and Company Code	Column B Legal Entity Name and Address	Column C VAT Registration Number
BRAZIL (SOROCABA) BR02	INNOVATIVE WATER CARE IND E COM DE PROD QUIM BRASIL LTDA. ESTRADA DOS CARVALHOS, 1441, Galp.09a16 Bairro: CAJURU DO SUL, CEP.: 18105122, SOROCABA, SP – Brasil	CNPJ: 43.677.178/0001-84 I.E: 798.255.036.113 I.M: 367408
BRAZIL (IGARASSU) BR02	INNOVATIVE WATER CARE IND E COM DE PROD QUIM BRASIL LTDA. ROD PE-041, S/N, KM 6,5 Bairro: ARARIPE, CEP.: 53659899 Igarassu, PE – Brasil	CNPJ: 43.677.178/0010-75 I.E: 013820125 I.M: 04606

Appendix 3 – Pool Solutions, a business unit of SolenisEMEA Legal and Bill-to Entity Information

Column A Country and Company Code	Column B Legal Entity Name and Address	Country	Column C VAT / GST Registration Number
FR07	Innovative Water Care Europe SAS ZI de la Boitardiere B.P. 219 (PO Box) 37402 Amboise Cedex France	France Belgium Spain UK Germany Netherlands	FR09306795964 BE0700398495 ESN2502711A GB300630269 DE319847975 NL825674347B01
GB10	Innovative Water Care Ltd The Studios Colorado Way Castleford West Yorkshire WF104TA United Kingdom	France Belgium UK Germany	FR44413294539 BE0879781585 GB296294021 DE188084508
ZA01	Innovative Water Care SA Holding (Pty) Ltd NCP Factory Site Hytor Street Chloorkop Kempton Park 1619	South Africa	4440288647

Supplier invoice(s) must be emailed in PDF format. If you have an agreed exception that allows you to submit paper invoices or forced by law to send paper invoice(s). Please send invoices in an envelope addressed to:

EMEA Countries, South Africa

EMEA

Innovative Water Care Europe SAS
ZI de la Boitardiere
B.P. 219 (PO Box)
37402 Amboise Cedex
France

Innovative Water Care, Ltd
The Studios
Colorado Way
Castleford
West Yorkshire
WD104TA
United Kingdom

South Africa

Innovative Water Care SA Holding (Pty) Ltd
NCP Factory Site
Hytor Street
Chloorkop
Kempton Park
1619