



SOLVAY and SYENSQO COMPANIES

GROUND FREIGHT INVOICING AND STATEMENT GUIDELINE FOR NORTH AMERICA

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If you detect the discrepancies in the data provided in these guidelines, please report it to namfreight.inquiries@solvay.com

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Syensqo has delegated procure-to-pay services to Solvay Global Business Services, fully mandated to act on their behalf.

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1. Scope and objective of the document

1.1. Scope

This Procedure is relevant for the North America (NAM) region Ground Freight Invoicing. This includes inbound and outbound, truck and rail invoicing and Statement process, for Carriers, third party freight payment companies, Solvay AP (Accounts Payable) and Solvay Business Services NAM Freight Payment team.

Syensqo has delegated procure-to-pay services to Solvay Global Business Services, fully mandated to act on their behalf.

1.2. Objective

This Procedure aims to set-up a standard, clear communication and follow-up process for Payment of Ground Freight Invoice to truck and rail Carriers. This encompasses Invoice submission, routing and Statement of Account workflow to ultimately improve on-time payment to Ground Carriers by third parties and Solvay.

2. Definitions & glossary of terms

AP	- Accounts Payable
BOL	- Bill of Lading
EDI	- Electronic Data Interchange
ISO	- Standart Bulk Tank containers
NAM	- North America
LTL	- Less Than Truckload
PO	- Purchase Order
SO	- Sales order
SBS	- Solvay Business Services
SID	- Shipment Identification Document
SOA	- Statement of AccountSID
TMS	- Transportation Management System
TL	- Truckload

3. Invoicing submission process

3.1. SOLVAY and SYENSQO Group of companies freight Invoice content requirement guidelines

Inbound Transport Invoice

Responsible	Step description
CARRIER	<p>During Inbound Transport Invoice creation, please make sure all required details are included:</p> <ul style="list-style-type: none"> ▶ If Inbound freight (Solvay and Syensqo consignee and freight terms Collect), the 10-digit Shipment Identification Document # (SID) (format: 20000xxxxx or 411xxxxxxx) or the 7-digit SID (format: 4xxxxxx) should be listed on Solvay's BOL and Must identified on Carrier's invoice (Paper or EDI). ▶ Charges Must be Itemized individually. For example: Line Haul, Fuel Surcharge, each potential additional charge, etc. Unless it is an ALL-IN agreed rate. ▶ If Solvay's or Syensqo's SID is not provided on paperwork but rather only a 10-digit Purchase Order number (format 450xxxxxxx), carriers are to research Solvay's or Syensqo's TMS system to locate the SID number, and clearly list both SID and PO numbers on invoice. (See the APPENDIX for instructions on how to find a Solvay BOL/SID in TMS). ▶ Freight terms must be referenced on Bill of Lading (prepaid terms are the responsibility of the consignee) ▶ If there are any communications (e.g. email but not only) with Solvay or Syensqo that identifies approval of charges including but not limited to Line Haul and any other add on charges it must be submitted as part of the supporting documentation to expedite and ensure payment.

!! Please Note: The shipper's bill of lading is the receiving document for Solvay or Syensqo but the Solvay or Syensqo SID becomes the match key element for CASS, CLX, Solvay AP to process. Inclusion of the SID allows for timely payment of an invoice. If an SID is not present the invoice will be escalated and/or potentially rejected delaying payment.

Outbound Transport Invoice

Responsible	Step description
CARRIER	<p>During Outbound Transport Invoice creation, please make sure all required details are included:</p> <ul style="list-style-type: none"> ▶ If Outbound freight (Solvay and Syensqo shipper and freight terms Prepaid), the 10-digit Shipment Identification Document # (SID) (format: 110xxxxxxx or 411xxxxxxx) or the 7-digit SID (format: 4xxxxxx) should be listed on Solvay's BOL and Must identified on Carrier's invoice (Paper or EDI). Invoice must be supported by Solvay's or Syensqo's bill of lading, which contains the matching SID# and Term Prepaid. ▶ Charges Must be Itemized individually. For example: Line Haul, Fuel Surcharge, each potential additional charge, etc. Unless it is an ALL-IN agreed rate. ▶ IF the Freight (Line Haul) charges, or Fuel, or any charge from original invoices needs to be revised, the revised Invoices must have the SAME invoice number and state "REVISED". ▶ In addition to Line Haul, Invoice can only include accessorial charges incidental to that shipment. (see requirements under session "Loading and Unloading Detention Invoices" below in this page) ▶ ANY Additional charge after original invoices is already issued must be on a NEW invoice with UNIQUE numbers and only with the new charges. ▶ Additional invoices for Additional Charges only MUST have an UNIQUE Number. ▶ Each invoice can ONLY contain 1 shipment (SID#)

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- ▶ If EDI invoice, all requirements above are applicable supporting documentation must still be included.
 - ▶ If there are any communications (e.g. email but not only) with Solvay or Syensqo that identifies approval of charges including but not limited to Line Haul and any other add on charges it must be submitted as part of the supporting documentation to expedite and ensure payment.
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!! Please Note: The shipper's bill of lading is the receiving document for Solvay and Syensqo but the Solvay or Syensqo SID becomes the match key element for CASS, CLX, Solvay AP to process. Inclusion of the SID allows for timely payment of an invoice. If an SID is not present the invoice will be escalated and/or potentially rejected delaying payment.

PLEASE DO NOT RESEND SAME INVOICE IF THE ORIGINAL SUBMISSION IS STILL IN PROGRESS IN THE PORTALS AS THIS CAN CAUSE THE ORIGINAL INVOICE TO BE REJECTED AND PROCESS WILL BEGIN ANEW, WHICH WILL LEAD TO PAYMENT DELAY

Loading and Unloading Detention Invoices

Responsible	Step description
CARRIER	<p>During <u>Loading and Unloading Detention Invoices creation</u>, please make sure all required details are included: (Effective May 1, 2013)</p> <ul style="list-style-type: none"> ▶ Detention invoices must include specifics related to time in & time out AND the actual appointment time. A copy of the corresponding signed BOL must be included. ▶ The invoice or BOL must state the reason (description) for the detention including Specific to if "Loading Detention" or "Unloading Detention". (just description as Miscellaneous will not be paid) ▶ The invoice must reference the BOL / SID # and Additional invoices for Additional Charges only MUST have an UNIQUE Invoice Number. ▶ All accessorial charges including detention loading and unloading charges that Solvay or Syensqo is responsible for should be billed on the same invoice as the Line Haul and fuel surcharge. Consolidation of as many charges as possible relating to the shipment will result in less freight invoices and better turnaround on payment. ▶ All and any accessorial charges for, but not restricted to, detention loading, unloading, chassis charge, etc. on a shipment where Solvay or Syensqo is not liable for the freight must be sent to the party owning the liability of the Line Haul. ▶ The freight terms related to the corresponding Line Haul must reflect Solvay's or Syensqo's responsibility for this expense.

FOR EDI DETENTION INVOICES SUBMITTED VIA CASS CARRIERS MUST CONSULT WITH CASS BILLING REQUIREMENTS. BACK UP REQUIREMENTS ARE STILL APPLICABLE.

!! Please Note: Invoices without the required information cannot be processed for payment and may be returned to you unpaid by Solvay.

3.2. SOLVAY and SYENSQO Group of companies non-freight Invoice routing

For all non-freight invoices that are not related to a shipment (e.g. storage, leasing, rentals, detentions & demurrage) please refer to table and contacts in section 3.4.

3.3. Finding BOL/SID#s in TMS system

To retrieve BOL/SID in the TMS system using PO numbers, please refer to the instructions in [APPENDIX](#).

3.4. Invoice submission channel guidelines and contact information

Responsible	Step description
CARRIER	In order to determine to which party the Freight invoices and any accessorial charges should be sent, as well as contact information for invoice submission, please see in the tables below.

Invoice submission routing:

SOLVAY entity as Invoice recipient	For LTL (less than truckload), TL (truckload) & Bulk		For Rail		For Drayage	
	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound
Essential Chemicals (Silica, Coatis)	CASS	CASS	CASS	CASS	CASS	CASS
Essential Elements (Special Chemicals)						
Solvay Fluorides (Special Chemicals)						
Solvay Chemicals (Peroxides)	Solvay AP	CLX Logistics	Solvay AP	CLX Logistics	Solvay AP**	CLX Logistics
American Soda (Soda Ash)						
All non-freight invoices (e.g. storage, leasing, rentals)	Solvay AP	Solvay AP	Solvay AP	Solvay AP	Solvay AP	Solvay AP

SYENSQO entity as Invoice recipient	For LTL (less than truckload), TL (truckload) & Bulk		For Rail		For Drayage	
	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound
Solvay USA Inc (GBUs including Novicare, Aroma, Energy Solutions-O&G)	CASS	CASS	CASS	CASS	CASS	CASS
Cytec Industries, Inc.						
Cytec Engineered Materials						
Solvay Specialty Polymers**	Solvay AP	CLX Logistics	Solvay AP	CLX Logistics	Solvay AP**	CLX Logistics
All non-freight invoices (e.g. storage, leasing, rentals)	Solvay AP	Solvay AP	Solvay AP	Solvay AP	Solvay AP	Solvay AP

CASS Uploading and EDI Shipper Code Selection:

(If you do not have access to one of these Shipper Codes please contact carriersupport@cassinfo.com and namfreight.inquiries@solvay.com)

Entity	GBU	New Co. Names	Freight Pay Portal	CASS Shipper Code Match - US Dollars	CASS Shipper Code Match - Canadian Dollars
Essential Chemicals USA	Silica	SOLVAY	CASS	221410 SOLVAY ESSENTIAL-USD MP	N/A
	Coatis	SOLVAY			N/A
Essential Elements USA, LLC	Special Chem	SOLVAY			N/A
Energy Solutions (US) LLC.	Energy Solutions (Oil&Gas)	SYENSQO	CASS	221404 SOLVAY-USD MP	221406 SOLVAY-CAD MP
Solvay USA Inc.	Aroma	SYENSQO			
	Novecare	SYENSQO			
Cytec Industries Inc.	Tech Solutions	SYENSQO	CASS	221400 SOLVAY-USD MP	221402 SOLVAY CYTEC-CAD:
Cytec Engineered Materials Inc.	Composites	SYENSQO	CASS	221408 SOLVAY AERO-USD MP	N/A

Contact information for invoice submission:

Portal Contacts

CLX LOGISTICS
Outbound related invoices To: solvayfp@clxlogistics.com

CASS
Preference via Portal upload

To enroll in CASS web portal:
Call 1.877.463.7645,
Contact CASS payment service group at
314-506-5959 or
paymentservicesmail@cassinfo.com

Upload to CASS website:
To upload freight invoices directly to the CASS portal, please refer to the instructions in [APPENDIX 2](#)

Mail Directly to CASS Regular mail:
[BUSINESS NAME HERE]
C/O CASS Information Systems, Inc
PO Box 67
St. Louis, MO 63166-0067

Mail Directly to CASS Overnight mail:
CASS INFORMATION SYSTEMS
13001 Hollenberg Drive
Bridgeton, MO 63044

SOLVAY AP* To: accountspayable.na-us@solvay.com

* Please submit only 1 invoice per PDF file

4. Freight Invoice Status Inquiry and Statement of Account Process

4.1. Inquiries for the status of Freight Invoices

For Transport Invoice inquiries please check the Portal based on where invoices were submitted:

Portal	Step description
CASS	Inquiries to: carriersupport@cassinfo.com <ul style="list-style-type: none"> ▶ If CASS has rejected an invoice back to you for missing or incorrect information, please resolve the issue noted in the portal and resend to CASS.

CLX LOGISTICS	Inquiries to: solvayfp@clxlogistics.com
Solvay AP	Check Supplier Portal established for all Solvay and Syensqo Carriers, also to inquire regarding a non-shipment related invoice submitted directly to Solvay: <ul style="list-style-type: none"> ▶ Guidelines for Solvay Supplier Invoice Tracking Portal ▶ In case of further support to submit a question Supplier Inquiry Portal
ESCALATION	To escalate, please email your ticket number to: namfreight.inquiries@solvay.com

!! Please Note: DO NOT DEVIATE FROM "Invoice submission routing" TABLE FOR SHIPMENT RELATED INVOICES

4.2. Carrier Statement of Account - Preparation and Submission guidelines

If a Freight Carrier is set up on a reoccurring Statement of Account, or a ad-hoc summissing has been agreed with Solvay or Syensqo, the Carrier is to send send Segmented SOA to Freight Payment Vendor (CASS or CLX) or Solvay AP (based on the party which the Invoices were submitted to with Solvay in copy (cc)): (See exhibit above under section 3.4. "Invoice submission channels:").

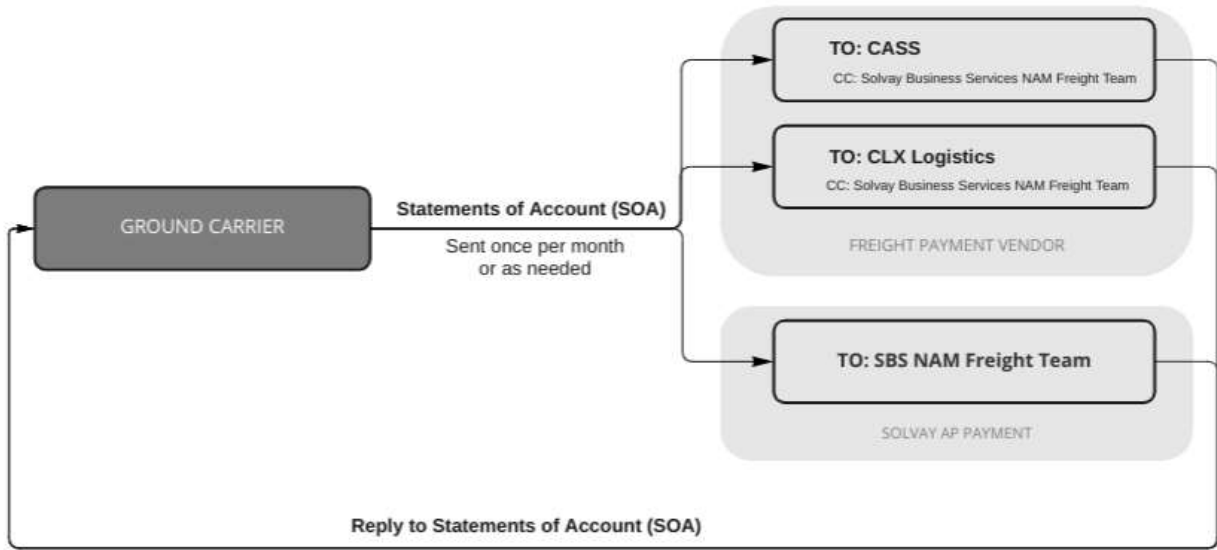
THE SOA MUST BE SEGMENTED WITH ONLY THE INVOICES SENT TO THAT SPECIFIC FREIGHT PAYMENT VENDOR OR SOLVAY AP. AN ALL INCLUSIVE OPEN SOA CAN BE REQUESTED BY SOLVAY OR CARRIER AS NEEDED TO FOLLOW UP AND RESOLVE PENDING INVOICES.

Monthly SOA

Responsible	Step description
CARRIER	1) Prepare (extract) information for SOA, that includes information such as: <ol style="list-style-type: none"> a) Invoice number b) Invoice date c) Bill of Lading number (BOL) d) Solvay or Syensqo entity e) Revenue type (if freight or detention) f) Invoice due date g) Invoice aging (days past the due days) h) Charge amount (in USD) i) Solvay or Syensqo reference number (Shipment Identification Number - SID (Format: 110xxxxxxxxxxx, 20000xxxxx) or the 7-digit SID (format: 4xxxxxx)) j) If <u>Solvay or Syensqoadvises there is no SID</u>, there needs to be a PO #, WSB #, or Container number noted on Back up and invoice.
CARRIER	2) Send SOA once per month, to Freight Payment vendor (CASS or CLX and to Solvay AP), making sure Solvay Freight Payment team is in cc (copy) for all SOAs (contact list in point 4.1.)
SOLVAY / SBS	3) Replies to SOA in 7 days after the statement is received providing updates and concrete resolution for payment (timely, centralized, fully inclusive, complete) 4) Consults CASS, CLX, or SOLVAY AP SAP for status.
FREIGHT VENDORS	PAYMENT 5) Are to ensure any inquiries or requests by SOLVAY/SBS are answered in 2 days.

SOA Process Flowchart

Statement Of Account (SOA) Process procedure



1. Freight Payment Vendor: updates and provide resolution to Carrier for payment within 7 days
2. Solvay/SBS: updates and provide resolution to Carrier for payment within 7 days
 - 2.1. to consult CASS, CLX or SOLVAY AP for status,
 - 2.2. requests by Solvay/SBS to be answered in 2 days by Freight Payment Vendor.

5. Roles & responsibilities

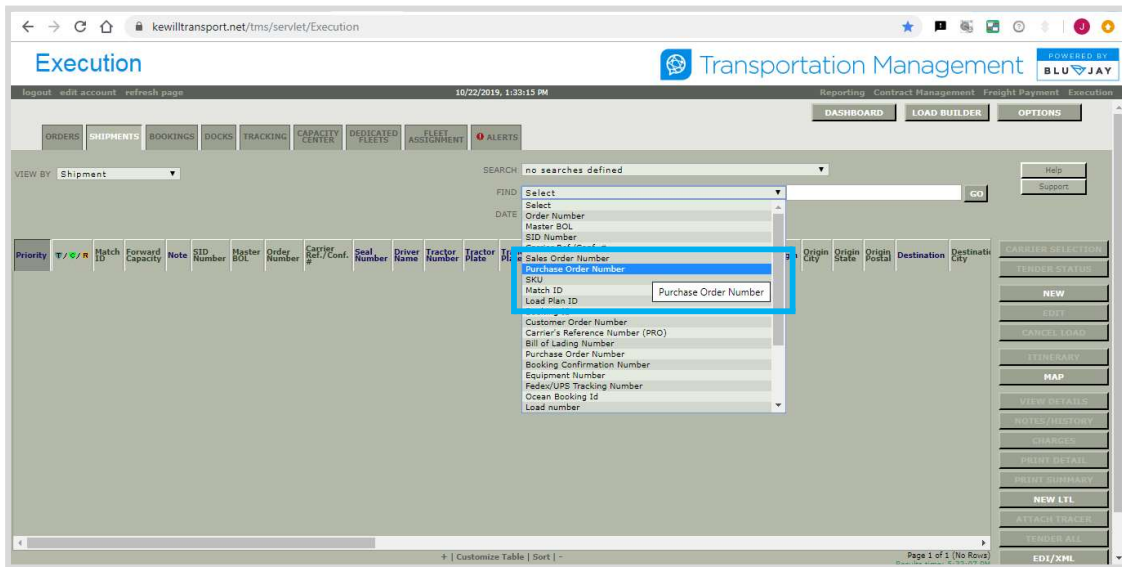
Role	Responsibilities
SOLVAY and SYENSQO Business Operations entities.	<ul style="list-style-type: none"> - Provides carrier with BOL or Instructions listing the Entity Name - Provide carriers with identifiable reference numbers required for invoicing - Provide detailed SOA - Review Invoice rejection Escalations as per SOP timeline.
CARRIER	<ul style="list-style-type: none"> - Issue the invoice with all required details - Submit invoice through the appropriate route - Provide detailed SOA
FREIGHT PAYMENT VENDOR	<ul style="list-style-type: none"> - Process invoice for payment - Review Inquiries from SOLVAY and CARRIERS and provide the updates
SBS AP	<ul style="list-style-type: none"> - Process invoice for payment based on agreed procedure or exceptions - Review Inquiries from SBS NAM FREIGHT and CARRIERS and provide the updates
SBS NAM FREIGHT PAYMENT	<ul style="list-style-type: none"> - Review invoices for approval - Coordinate, review, and provide updates on SOA - Ensure timely payment - Coordinate with Carries, Freight Payment vendors, Solvay AP, Solvay Freight Procurement, and Solvay or Syensqo Business Units to ensure accurate and timely Invoice payment.

APPENDIX: Finding a Solvay or Syensqo BOL/SID in BluJay

1. [Log into BluJay](#)

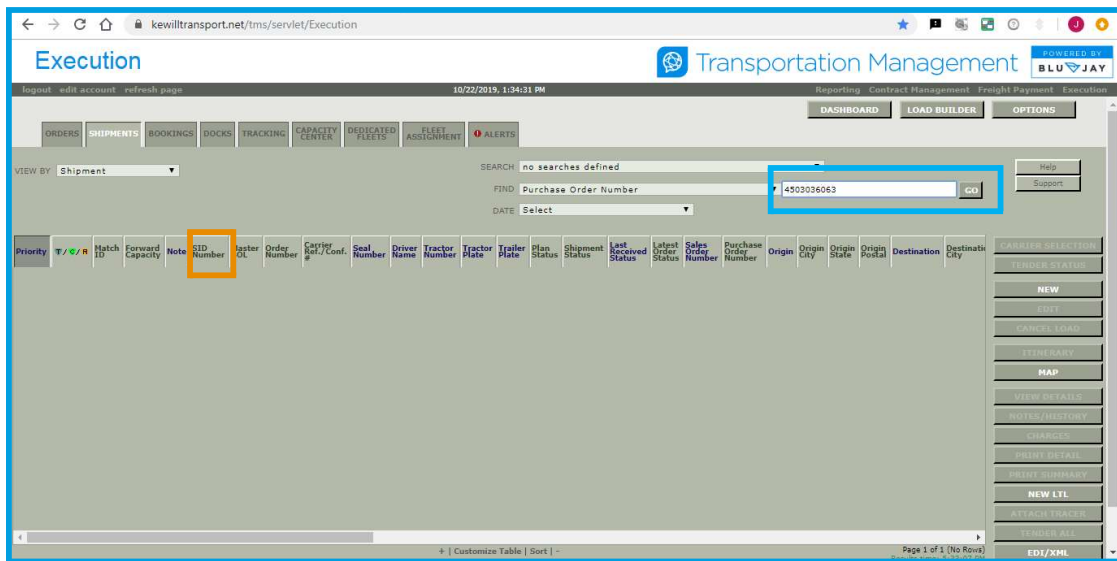
2. Go to "Execution" (upper right corner)

3. Select "Purchase Order Number"



4. Enter a PO number and select "GO"

5. SID # should appear, if there is one

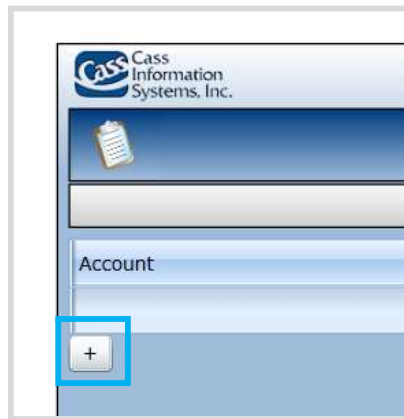


APPENDIX 2: Invoice upload in CASS

1. Click "Invoice Upload"



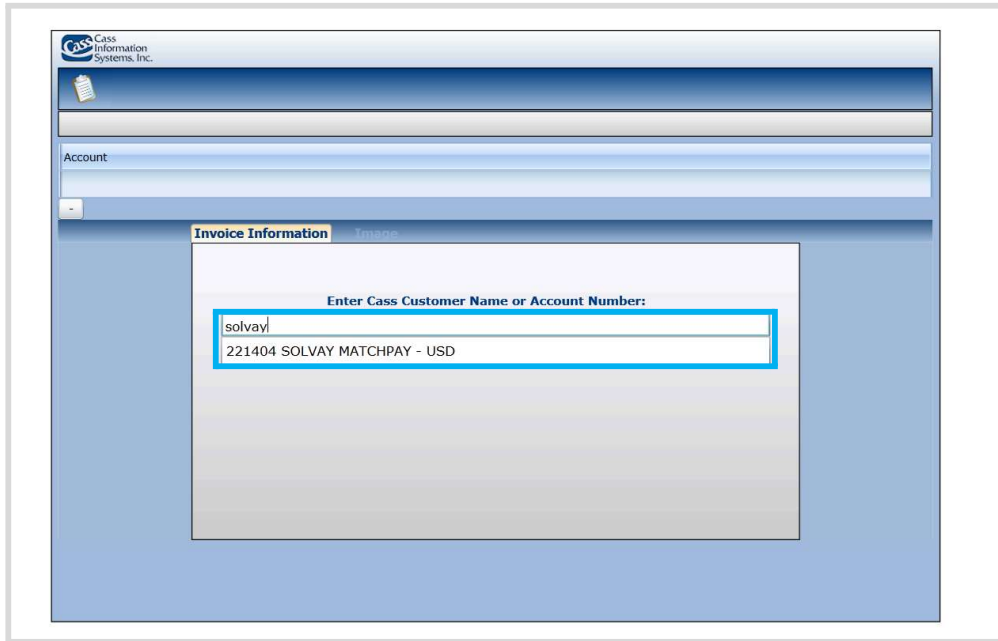
2. Click "+"



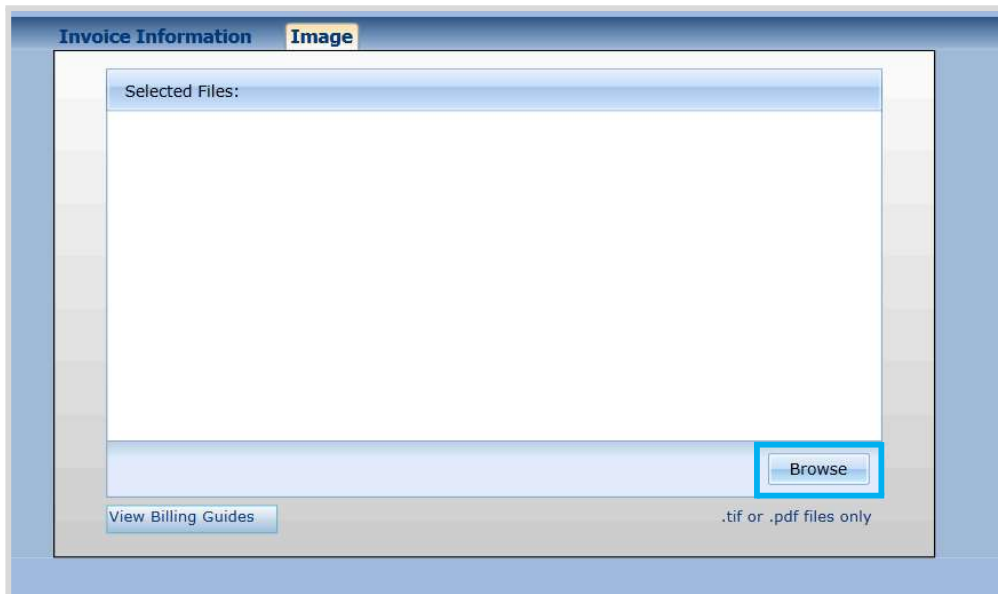
3. Choose from the options based on Customer Entity:

If you do not have access to one of these Shipper Codes please contact carriersupport@cassinfo.com and namfreight.inquiries@solvay.com

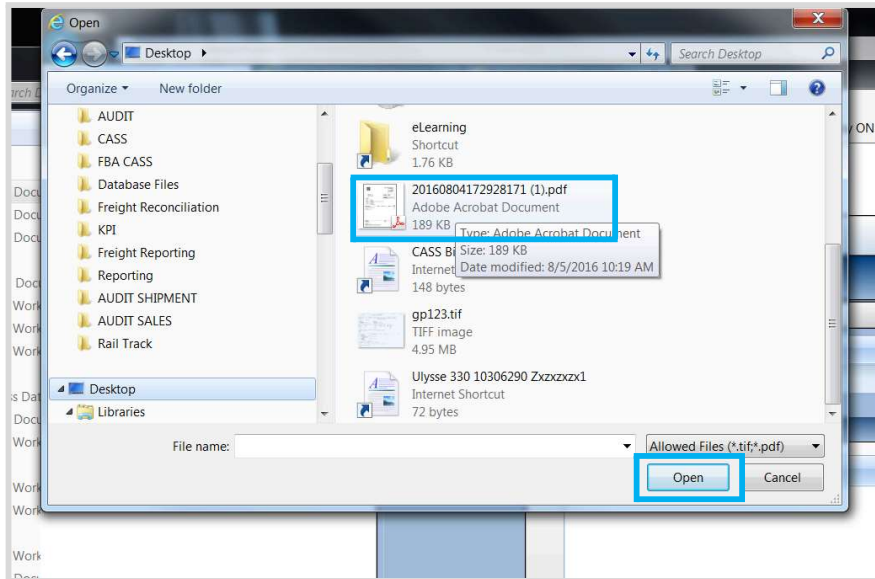
Entity	GBU	New Co. Names	Freight Pay Portal	CASS Shipper Code Match - US Dollars	CASS Shipper Code Match - Canadian Dollars
Essential Chemicals USA	Silica	SOLVAY	CASS	221410 SOLVAY ESSENTIAL-USD MP	N/A
	Coatis	SOLVAY			N/A
Essential Elements USA, LLC	Special Chem	SOLVAY			N/A
Energy Solutions (US) LLC.	Energy Solutions (Oil&Gas)	SYENSQO	CASS	221404 SOLVAY-USD MP	221406 SOLVAY-CAD MP
Solvay USA Inc.	Aroma	SYENSQO			
	Novecare	SYENSQO			
Cytec Industries Inc.	Tech Solutions	SYENSQO	CASS	221400 SOLVAY-USD MP	221402 SOLVAY CYTEC-CAD:
Cytec Engineered Materials Inc.	Composites	SYENSQO	CASS	221408 SOLVAY AERO-USD MP	N/A



4. Click on “Browse”

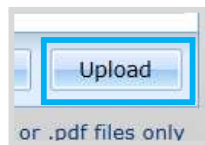


5. Find the folder where you saved the file and choose the file

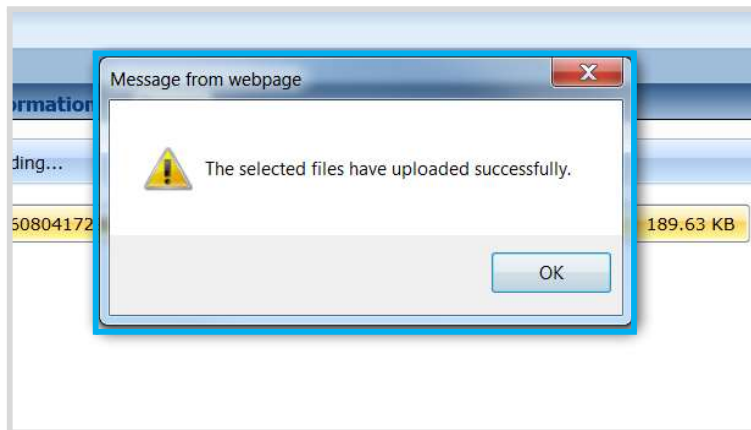


6. Click "Upload"

!! Please Note: MAX 20 FILES PER UPLOAD!



7. This message should appear



!! Please Note: You can check if an invoice was successfully uploaded into CASS by going into Upload History during the next 24 hours:

Note you can check your upload success for 30 days following the initial upload attempt by going into Invoice Upload and clicking on Upload History:

The screenshot shows the CassPort web application interface. At the top, there is a dark blue navigation bar with the 'CassPort' logo on the left and menu items 'Invoice Upload', 'Client', 'Admin', and 'Inquiry' on the right. Below the navigation bar, a white box titled 'Last 24 Hour Upload History' is highlighted with a blue border. This box contains a table with two columns: 'Account' and 'Image Count'. The table is currently empty. Below the table, there are two buttons: a blue button labeled '+ Add Invoice Upload' and an orange button labeled 'Upload History'. To the right of these buttons are two small icons: a downward arrow and a refresh symbol.