This Exhibit I sets forth several invoicing and payment methods for Goods or Services. Supplier with agreement from Purchaser shall use one of the methods below:

1. Electronic Invoice submission by Email
2. Einvoicing using the Ariba Supplier Network
3. OTHER INVOICING METHODS:
	* Evaluated Receipt Settlement (ERS)
	* Procurement Card Payments (Pcard)

Purchaser may, at any time by notice to Supplier, offer additional methods for invoicing and payment or discontinue any of the methods shown in this Exhibit I.

**Invoice Payment Method**

Purchaser shall pay Supplier by Electronic Funds Transfer.

**1. ELECTRONIC INVOICE SUBMISSION BY EMAIL**

1. The following guidelines must be met to ensure Emailed invoices are handled promptly:
	* Infineum’s Affiliate name must be added to the subject of the email.
	* Send only one invoice with supporting documentation per attachment.
	* Send only one attachment per Email.
	* All invoices must be in the form of an attachment (i.e. no invoice data in the body of the Email).
	* Email size cannot be greater than 10MB
	* Do not include embedded links or pictures in the Email or attachment.
	* Do not include handwritten information on the invoices.
	* Invoices submitted via Hyperlink through tools like Accellion cannot be accepted and are rejected by automated workflow tools.

Send invoices as a PDF readable attachment via Email to Infineum Payables via the correct Infineum affiliate email as listed below:

|  |  |
| --- | --- |
| **Purchaser (Affiliate’s Name)**  | **Delivery of Invoice**  |
| Infineum USA L.P.  | GSSC.US.Invoices@Infineum.com  |
| Infineum Canada Ltd | GSSC.CA.Invoices@Infineum.com |
| Deutsche Infineum GmbH & Co. KG | GSSC.DE.Invoices@Infineum.com  |
| Infineum Holdings B.V | GSSC.NL.Invoices@Infineum.com |
| Infineum India Additives Private Limited | GSSC.IN.Invoices@Infineum.com |
| Infineum Netherlands B.V | GSSC.NL.Invoices@Infineum.com |
| Infineum UK Ltd  | GSSC.UK.Invoices@Infineum.com  |
| Infineum Singapore LLP | GSSC.SG.Invoices@Infineum.com  |
| Infineum France SNC | GSSC.FR.Invoices@Infineum.com |
| Infineum International Ltd | GSSC.UK.Invoices@Infineum.com  |
| Infineum Italy S.r.l | GSSC.IT.Invoices@Infineum.com  |
| Infineum Mexico S de R.L  | GSSC.MX.Invoices@Infineum.com |
| Infineum Colombia Sucursal Colombiana  | GSSC.CO.Invoices@Infineum.com  |
| Infineum Iberia S.L. | GSSC.ES.Invoices@Infineum.com  |
| Infineum (China) Co., Ltd  | All original domestic invoices to Shanghai office All overseas invoices to GSSC.CN.Invoices@Infineum.com |
| Infineum (Shanghai) Additives Co., Ltd  | All original domestic invoices to Shanghai office All overseas invoices to GSSC.SH.Invoices@Infineum.com |
| Infineum Japan Ltd | GSSC.JP.Invoices@Infineum.com |
| Infineum Korea Ltd. | GSSC.KR.Invoices@Infineum.com |

Please note that only invoices will be accepted at the Invoice Email addresses. Other documents sent will be deleted and not actioned.

1. All invoices must contain the following information:
	* Supplier’s name and address
	* Supplier’s contact information with email address.
	* Invoice date and number
	* Purchasing Company’s name – must agree to PO (i.e. Infineum USA L.P.)
	* Purchase Order (PO) Number – This is a ten-digit number starting with the numbers “41”, “42” or “45”
	* PO Line Item Number
	* PO Line Item Description
	* PO Line Item amount
	* Service Entry Sheet number “SES” (if applicable)
	* Unit-of-measure, price and currency (must be same as PO)
	* Weight or volume must correspond to Bill of Lading (if applicable)
	* Incoterms
	* Tax Amount and Rate (if VAT is being charged. invoice must include VAT registration number)
	* Discount (if applicable)
	* Total Invoice Amount: The net total amount of the invoice items due.
	* Remittance Information is Supplier Banking Information: Suppliers bank routing # and account # for EFT remittance (ACH preferred)
2. Ancillary charges and demurrage invoices may be summary billing and must include:
	* Infineum purchase order number for each shipment listed on invoice
	* Product name or description that matches Infineum purchase order
	* Complete description of charges
	* Time allowances
	* Rates for overage
	* Detention dates (placement and release)

Where the Carrier is arranged by the Supplier, it is the Supplier’s responsibility to convey our invoicing requirements to the Carrier. Carrier freight invoices must include:

* + Product name or description that matches Infineum PO
	+ Infineum PO number
	+ Shipper’s name
	+ Delivery date
	+ Delivery location
1. Down payment or Prepayment Invoice Requirements
	* Invoice must comply with the invoicing requirements listed above.
	* The down payment invoice shall state clearly the percentage and amount.
	* Final invoice shall be issued upon delivery of the goods/service.
	* Final invoice shall state full 100% of the contract value, less the cumulative down payment made and the net amount to be paid.
2. All other Invoices submitted without reference to a Purchase Order (FI) must contain the following:
	* Infineum Contact / Approver Name
	* Quantity, Unit-of-Measure, and Price
	* If applicable, Freight Summary Listing (FSL) # stated on invoice
3. Purchaser may reject an Emailed invoice from Supplier if any of the foregoing data is missing or incorrectly formatted. Following these guidelines is essential for us to meet our obligations and remit timely payment. Failure to comply will delay payment with no penalties assessed to Infineum.
4. Payment terms on invoices should agree with payment terms in the contract.
5. Pro-forma invoices and Account Statements WILL NOT be accepted as a valid invoice.
6. Vendors with consolidated or summary invoice arrangements must not send separate individual invoices.
7. Invoices must be submitted immediately upon shipment of goods or rendering of services.
8. Invoices forwarded to the Payables GSSC group by other Infineum colleagues will not be accepted.
9. Do not enable digital signature in Outlook, the system will automatically reject emails with digital signatories.
10. Use the correct email for queries and invoices to avoid payment delays.
11. Changes to supplier name, banking instructions, etc. must be submitted to your Procurement contact.

**Invoicing Queries** for any problems encountered with payment or any questions regarding payment status should be directed to the Global Shared Service Center (GSSC) as follows:

|  |  |
| --- | --- |
| **Purchaser (Affiliate’s Name)** | **Email address** |
| Infineum USA L.P.  | GSSC.US.Query@Infineum.com  |
| Infineum Canada Ltd | GSSC.CA.Query@Infineum.com |
| Deutsche Infineum GmbH & Co. KG | GSSC.DE.Query@Infineum.com  |
| Infineum Holdings B.V | GSSC.NL.Query@Infineum.com |
| Infineum India Additives Private Limited | GSSC.IN.Query@Infineum.com |
| Infineum Netherlands B.V | GSSC.NL.Query@Infineum.com |
| Infineum UK Ltd  | GSSC.UK.Query@Infineum.com  |
| Infineum Singapore LLP | GSSC.SG.Query@Infineum.com  |
| Infineum France SNC | GSSC.FR.Query@Infineum.com  |
| Infineum International Ltd | GSSC.UK.Query@Infineum.com  |
| Infineum Italy S.r.l | GSSC.IT.Query@Infineum.com  |
| Infineum Mexico S de R.L  | GSSC.MX.Query@Infineum.com |
| Infineum Colombia Sucursal Colombiana  | GSSC.CO.Query@Infineum.com  |
| Infineum Iberia S.L | GSSC.ES.Query@Infineum.com  |
| Infineum (China) Co., Ltd  | GSSC.CN.Query@Infineum.com  |
| Infineum (Shanghai) Additives Co., Ltd  | GSSC.SH.Query@Infineum.com  |
| Infineum Japan Ltd | GSSC.JP.Query@Infineum.com |
| Infineum Korea Ltd. | GSSC.KR.Query@Infineum.com |

Please note invoices will NOT be accepted at the Query Email addresses. Invoice documents sent will be deleted and not actioned.

**2. E-INVOICING USING THE ARIBA SUPPLIER NETWORK**

Purchaser and Supplier shall agree upon all requirements for the transmission of eInvoices using the Ariba® Supplier Network.

*PO Invoices:* Purchaser shall issue each Order to Supplier with a unique, ten-digit Order number beginning with the numbers "45" or "41". Supplier shall invoice Purchaser using the Ariba® Supplier Network after Purchaser receives the Goods or Services specified in the Order, and only after all appropriate documentation, including bills of lading, timesheets and other documents have been approved by Purchaser.

Supplier shall include the following in the eInvoice:

1. Invoice Date: Date the invoice is sent electronically.
2. Invoice Number: Vendor invoice reference number Alpha/numeric field without any hyphens, commas or periods.
3. Service Start Date: Date the work began, when applicable.
4. Service End Date: Date the work was completed, when applicable.
5. Default from Purchase Order
	* Order Number: Complete 10-digit Order (complete format is 4XXXXXXXXX).
	* Currency Code
	* Infineum “Bill to” address: “Bill to” address.
	* “Ship To” Address: Physical address the materials were shipped to or where service work was performed.
	* “Remit To” Address: Supplier’s remittance address.
	* “Ship From” Address: Supplier's physical address where the shipment originated.
	* PO Line Item Number.
	* Unit of Measure.
	* Description: DO NOT use special characters such as periods, asterisks or other reserved characters.
6. Total Invoice Amount: The net total amount of the invoice items due.
7. Taxes: The invoiced amount will include separately stated applicable state and/or local sales and/or use taxes for which Purchaser has not furnished a properly completed Exemption Certificate. The invoice must specifically state which state and local taxes are so included on the invoice, and Supplier shall properly remit such taxes to the appropriate authorities. Taxes can be provided at the line number detail level if applicable to specific line items or at the invoice total level if applicable to the entire invoice. Taxes need to be provided with the tax percentage and the applicable amount.

Purchaser's systems may reject any eInvoice from Supplier if any of the foregoing data is missing or incorrectly formatted.

**Supporting Invoice Documentation**

Detailed work descriptions are essential for the eInvoice process. Supplier must include all work ticket documentation normally included as attachments. Failure to include data within the invoice itself or as supporting documents may delay payment.

Examples of information commonly found on paper work tickets, which shall be included are:

Equipment name or number, date of service, service location, job number, rates, rental description and rates, material used, ticket numbers, hours worked, names, minimum days & rates, equipment used, tax on Goods, rentals, job classifications, time sheet information, weights, repair details, approver names, invoices supporting third party charges, freight bills.

Supplier shall not send paper invoices to Purchaser to bill for apparent late or incomplete payments by Purchaser for eInvoice transactions.

*Note:* The Ariba Supplier Network provides payment status messages throughout the invoicing process.

**3. OTHER INVOICING METHODS**

**Auto Pay - Evaluated Receipt Settlement (ERS)**

1. Supplier will be paid based on the price that appears on the Purchase Order.  If Supplier believes any prices or fees are not correct, Supplier will contact the Procurement Buyer and request a price change to the Purchase Order.  If the Requisitioner (Internal Client) and Buyer agree that the price should be updated, Procurement will update Purchase Order accordingly.
2. For transportation, the Supplier will be receiving a delivery notification and will be paid based on the agreed price sheet rate on the goods issue date.
3. Payment will be triggered when the Goods or Services are received by Infineum.
4. The payment will be sent to Supplier based on Agreement terms.
5. Infineum will forward a remittance advice along with the relevant invoice from the SAP system that contains payment details to identify payment.
6. If Supplier does not agree with the payment, Supplier has 30 days to dispute the payment with Infineum by sending an email to GSSC.  After 30 days, all parties will assume the payment is correct.
7. Invoices should not be sent to Infineum, unless invoice is for services/products not already covered in the Auto Pay (ERS) arrangement. Note that invoices must be clearly marked as ‘NON ERS’ for payment processing.

**PROCUREMENT CARD PAYMENTS (PCard)**

Purchaser may provide a standard credit card (Procurement Card, or "PCard") number and other necessary information to Supplier for Order without an Infineum issued Purchase Order, and Supplier shall accept this information as payment. Supplier must send receipts to the owner of the Procurement Card, clearly identifying that receipt resulted from a credit card payment. Supplier shall settle with its PCard financial institution for actual payment. If Purchaser uses a PCard for payment, Supplier shall not submit any other form of invoice to Purchaser. If, for any Order, Supplier has submitted another form of invoice prior to receiving the PCard information from Purchaser, then Supplier shall credit Purchaser as having paid that invoice, and Supplier shall not accept (or will refund) any other payment that Purchaser may make in error for that invoice.