

Exhibit I

Infineum Invoicing Requirements

This document sets forth invoicing standards to be followed by Suppliers when preparing an invoice for Infineum. Failure to follow these requirements will result in delayed payment with no penalties assessed to Infineum.

- All invoices must contain the following information:
 - Supplier's name and address
 - Contact information, telephone and/or 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)
 - Remittance Information

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
- Following these guidelines is essential for us to meet our obligations and remit timely payment. Failure to comply will delay payment.

Downpayment or Prepayment Invoice Requirements

- Invoice must comply with the invoicing requirements listed above.
- The downpayment 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 downpayment made and the net amount to be paid.

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

- Invoices must be sent electronically ***directly*** to the Infineum Payables in the Global Shared Service Center (GSSC) via the correct Infineum affiliate email as listed below:

Purchaser (Affiliate's Name)	Delivery of Invoice
Infineum USA LP	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 Pte Ltd	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 RL	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

- Electronic invoices format requirements:
 - PDF format.
 - Document size cannot exceed 10MB
 - One PDF (invoice) per email is accepted.
 - Infineum's Affiliate name must be added to the subject of the email.
 - Each PDF file must contain invoice and its supporting documents including bills of lading, timesheets and other documents.
 - Multiple invoices require multiple emails.
 - Do not attach any file other than PDF format in the email, eg, JPEG, html, zip file, ads, excel file in MIME types, the system will automatically reject email which contain non PDF format.
 - Invoices submitted via Hyperlink through tools like Accellion cannot be accepted because they are rejected by automated workflow tools.
- Payment terms on invoices should agree with payment terms in the contract.
- Pro-forma invoices and Account Statements WILL NOT be accepted as a valid invoice.
- Vendors with consolidated or summary invoice arrangements must not send separate individual invoices.
- Invoices must be submitted immediately upon shipment of goods or rendering of services.
- Invoices forwarded to the Payables GSSC group by other Infineum colleagues will not be accepted.
- Do not enable digital signature in Outlook, the system will automatically reject emails with digital signatories.
- Use the correct email for queries and invoices in order to avoid payment delays.
- Changes to supplier name, banking instructions, etc. must be submitted to your Procurement contact.

Invoicing Queries

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 LP	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 Pte Ltd	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 RL	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

INVOICES SENT TO THE ABOVE QUERY EMAIL WILL NOT BE ACCEPTED