

Guidelines for Proper Invoice Submission to Accounts Payable

To ensure seamless invoice submissions and avoid any payment delays, please refer to the updated emails listed below. You are encouraged to share this information with the respective suppliers.

Emails for Invoice Submission

FOR NA

- USA-Canada: NA-invoices@chemours.com.

FOR EMEA

- Netherlands : NL-invoices@chemours.com
- Switzerland: CH-invoices@chemours.com
- Other countries : EU-invoices@chemours.com

FOR LATAM

- Mexico: MX-Facturacion.Electronica@chemours.com
- Brazil: recepcion.facturas-brasil@chemours.com
- Argentina: ar-cuentas.por.pagar@chemours.com

FOR APAC

- Vietnam: VT-Invoices@chemours.com
- Australia: AU-Invoices@chemours.com
- China: CN-Invoices@chemours.com
- Hongkong: HK-Invoices@chemours.com
- Indonesia: ID-Invoices@chemours.com
- Japan: JP-Invoices@chemours.com
- Korea: KR-Invoices@chemours.com
- Malaysia: MY-Invoices@chemours.com
- Singapore: SG-Invoices@chemours.com
- Taiwan: TW-Invoices@chemours.com
- Thailand: TH-Invoices@chemours.com
- India: IN-Invoices@chemours.com

REMEMBER

- Include only one invoice attachment per email.
- The emails listed above are designated solely for invoice submissions. Please note that inquiries or questions will not be addressed through these channels.

- In the case the suppliers send the invoices to the site emails, they should ensure the email addresses above specified are included to avoid delays in receipt.
- To avoid duplication do not copy our invoice submission mailbox when reaching out to the helpdesk, we will share the respective contacts in upcoming posts.

Ensure that full invoices submitted are compliant with the following:

- Date of issue
- Unique invoice number
- Supplier's name, address, and VAT identification number
- Customer's name, address, and (for B2B) VAT identification number
- Description of goods or services supplied
- Quantity or volume
- Date of supply of goods or services (if different from the invoice date)
- Price per unit excluding VAT, discounts, and rebates
- VAT rate(s) applied
- Total VAT amount payable
- Total amount payable, inclusive, and exclusive of VAT

Extra requirements for invoice processing:

- Purchase order Number and/or PO line-item number for PO based invoices.
- Supplier bank account details (preferred).
- Non-PO must include the Chemours person of contact.

Disclaimer: For any question regarding invoice requirements, please contact your local tax team for tailored guidance. Additionally to the above method for submitting invoices, please note that invoices can be submitted via Chemours' iPay Portal and Ariba.

Accounts Payable Team

The Chemours Company

www.chemours.com

[LinkedIn](#) | [Twitter](#) | Chemours.com