

Arconic Invoicing Requirements

Invoice processing and matching are electronic within Arconic. To enable issue free processing, you are requested to send invoices that meet the following criteria. Compliance with these requirements below will ensure that your invoice is processed and matched timely and therefore paid on time. Non-compliance with these requirements may result in delayed payments.

1. Please submit valid VAT invoices (unless you are not registered for VAT) and generate your invoice with a good quality printer and avoid hand written invoices.

If you are able to send your invoices electronically please send your invoice via email to the following email address: arconiceueinvoice@arconic.com (applicable only for the specified locations – see below location list)

2. To facilitate our invoice processing please do NOT STAPLE the pages in case of a multi-page invoice.
3. Supplier name on the invoice has to match the supplier name on the corresponding Arconic purchase order. If there is any difference between the supplier name shown on the purchase order and the correct name of your company, please send a modification request to the Arconic Buyer and ask for a correct purchase order.
4. Please indicate the full Arconic Purchase Order (PO) number or the Blanket release number **on first page** of the invoice. E.g. 1034321AR line: 1-3, or in case of a blanket purchase agreement (stock item supply contract) 1030112-release 2.-line 23.
5. For PO number please contact your Arconic Buyer/Requestor. If PO number does not exist, the name of the Arconic person ordering your goods/services should be indicated on the invoice.
6. Separate invoices should be submitted for each Purchase Order /Blanket Release received. Each individual line on the invoice should contain the line number of the Purchase Order/Release Number to which it relates.
7. Each invoice should contain only one (1) Arconic purchase order number (according to the relevant Delivery Note that is the basis of receipt). Separate Delivery Notes and invoices, containing always one (1) item are required when more than one PO is delivered simultaneously.
8. Terms on the invoice should match the Arconic Purchase Order's terms. If there is any difference, please send a modification request to the Arconic Buyer and ask for a correct purchase order.
9. The invoice should show only the net, discounted price/amount. (Do not show the original price and the discount separately).

10. The invoice should show only the costs/expenditures that are included in the original purchase order. All invoices including items not listed on the PO will be placed on hold and will not be approved for payment without authorization from the buyer.
11. Data of goods/services covered by the invoice shall match those on the Purchase order. This applies particularly to the currency, unit of measurement and description of products/services. Ensure descriptions of goods/services match with the Purchase Order.
12. Please provide accurate company and bank information. Should any changes in your company data (company name, VAT id, registered address) or bank data occur please send an email to MDM EUR Supplier Maintenance (MDMEURSupplierMaintenance@arconic.com) team.
13. Any invoice is to be issued only after the delivery of goods/services. Delivery of services is to be confirmed by the relevant Arconic individual with a Final Job Sheet. The invoice should be issued based on this document.
14. Arconic pays invoices based on a pre-agreed schedule through the week. Supplier's invoice will be paid either on the first payment day after the due date or on the closest payment date prior to the due date. Special payments dates are exceptions. Payments arriving at your bank account after the due date because of these reasons are not considered as late payments. The payment arrangement can only be changed by specific agreement with the supplier.
15. Where there is a down payment required prior to delivery, a separate invoice should be raised for the down payment.
16. As it is an EU requirement, please indicate the customs tariff number and the net weight of the delivered goods on the invoice.
17. Please correctly address your invoices to the Entity as detailed on the Arconic Purchase Order.

INVOICING ENTITY

Invoice shall be addressed to the correct ordering Arconic Legal Entity Name as stated on the purchase order. (Due to Tax Compliance reasons invoices issued for an incorrect Arconic company cannot be processed and will be returned unpaid in every case.)

MAILING ADDRESS

SEND THE INVOICE TO the address below (Right column in the following table)!

Country	INVOICING ENTITY	SEND THE INVOICE TO
DE	Arconic Extrusions Hannover ZwN. der Arconic Holding GmbH GOETTINGER CHAUSSEE 12-14 30453 HANNOVER, DEUTSCHLAND VAT No: DE126638240	Arconic-KOFEM KFT. 8050 Székesfehérvár, PO Box/ Pf 352. HUNGARY arconiceueinvoice@arconic.com
DE	Kawneer Aluminium Deutschland Inc. STENGLINGSERWEG 65-78 58642 ISERLOHN DEUTSCHLAND VAT No: DE118626295	Arconic Aluminium Deutschland Inc. STENGLINGSERWEG 65-79 58642 ISERLOHN DEUTSCHLAND
DE	Arconic GmbH Düsseldorf Benzstrasse 2 72636 Frickenhausen VAT No: DE120827645	Arconic Holding GmbH Benzstrasse 2 72636 Frickenhausen
DE	Arconic GmbH Benzstrasse 2 72636 Frickenhausen VAT No: DE120827645	Arconic GmbH Benzstrasse 2 72636 Frickenhausen
ES	KAWNEER ESPAÑA SL Poligono Industrial Akaborro, s/n 31860 Irurtzun Navarra ESPAÑA VAT No: B31026875	KAWNEER ESPAÑA SL Poligono Industrial Akaborro, s/n 31860 Irurtzun Navarra ESPAÑA
FR	Arconic Architectural Products S.A.S. 2 Rue Marie Curie 68500 MERXHEIM FRANCE VAT No: FR 66916220502	Arconic Architectural Products SAS 2 rue Marie Curie 68 500 Merxheim France arconic.merxheim.accounting@arconic.com

	Kawneer France S.A.S. ZI de Vendargues 34748 VENDARGUES CEDEX FRANCE VAT No: FR 91338431927	Kawneer France S.A.S. ZI de Vendargues 34748 VENDARGUES CEDEX FRANCE
GB	ARCONIC MANUFACTURING (GB) LTD Kitts Green Road Kitts Green Birmingham B33 9QR VAT No: GB762325928	Arconic-Kofem Kft. 8050 Szekesfehervar, PO Box/ Pf. 352. Hungary arconiceueinvoice@arconic.com
GB	KAWNEER UK LIMITED Astmoor Industrial Estate, Astmoor Runcorn Cheshire, WA7 1QQ VAT No: GB643642244	Arconic-Kofem Kft. 8050 Szekesfehervar, PO Box/ Pf. 352. Hungary arconiceueinvoice@arconic.com
HU	Arconic-Kőfém Mill Products Hungary Kft Székesfehérvár Verseci u. 1-15. 8000 HU27104705	Arconic-Kőfém Mill Products Hungary Kft 8050 Szekesfehervar, PO Box/ Pf. 371. Hungary arconiceueinvoice@arconic.com
IT	Arconic Italia Srl Piazza Giuseppe Missori 2, 20122 Milano, Italy	Arconic Italia Srl Piazza Giuseppe Missori 2, 20122 Milano, Italy
NL	KAWNEER NEDERLAND B.V. Taxandriaweg 12b 5142 PA Waalwijk (NL) Netherlands VAT No: NL 009200794B01	Arconic-Kofem Kft. 8050 Szekesfehervar, PO Box/ Pf. 352. Hungary arconiceueinvoice@arconic.com
NL	Kawneer Nederland BV. Archimedesstraat 9 3846 CT Harderwijk Netherlands VAT No: NL 009200794B01	Arconic-Kofem Kft. (BCS) 8050 Szekesfehervar, PO Box/ Pf. 802. Hungary arconiceueinvoice@arconic.com

Should you have any questions on the above requirements please do not hesitate to contact your Arconic buyer.

Invoices which do not meet the above requirement may be returned or credit note is requested from you. Arconic does not assume any responsibility for payment delays caused by such actions and by the Arconic payment processes defined in this document and would in no case accept penalty due to delayed payment.

Arconic payment days and schedules are available via the following link:
http://www.arconic.com/global/en/contact/supplier/pdf/Arconic_Payment_Days_Schedule_s.pdf

Arconic Direct – Requesting information on invoices/payment

In order to provide you a quick and convenient manner to get invoice/payment related information Arconic has developed a web site where suppliers have access to :

- Information about invoices processed for the supplier
- Payment status of the invoices (paid, approved for payment, invoice blocked)
- Remittance information (invoices included in payment batch)

Instead of telephone calls we encourage you to visit this web site when you need information on payments.

If you plan to use the above web site, please go to www.arconicdirect.com and select the “Register here now” option or directly access the online registration form on the following page:

<https://www.arconicdirect.com/adRegisterSelect.jsp>

Every supplier will have access only to their own data.

E-mailing remittance advices

It is also possible to send you remittance advices via e-mail. To enable this service please send your e-mail address to the **Accounts Payable/Customer Service Team** along with your request to: cs@arconic.com

Arconic Global Shared Services – Accounts Payable/Customer Service Team

This group is providing support in any invoice related issues on the major European languages, however the preferred language of communication is English.
Please send your email to the following address: cs@arconic.com