

Arconic Separation Guide for Suppliers  
A Guide Supporting Suppliers of Arconic  
until the Separation into two Companies



**ARCONIC**

January 13<sup>th</sup>, 2020

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## 1. Overview of the Separation

In February 2019, we announced that we are separating into two independent companies. We are on target to complete the separation in the second quarter 2020. The two companies will be:

- Arconic Corporation
- Howmet Aerospace Inc.

Both Arconic Corporation and Howmet Aerospace Inc. will be domiciled in the United States and headquartered in Pittsburgh, PA.

Arconic Corporation is a global supplier of aluminum sheet, plate and extruded components, as well as innovative architectural products and systems that advance the aerospace, automotive, commercial transportation, industrial and building and construction industries. With more than 15,000 employees around the world, the business segments that, after the separation, will be within Arconic Corporation reported combined annual revenues of more than \$7 billion in 2018.

### Arconic Corporation's Brand Identity to Remain



### Introducing Howmet Aerospace Inc.



A familiar name in the Arconic portfolio will soon be renewed as a standalone company—Howmet Aerospace Inc. Howmet Aerospace Inc. is poised to transform the aerospace and transportation industries by enabling the next generation of more fuel-efficient, quieter aerospace engines, cleaner power generation and sustainable ground transportation. The Company's primary businesses will focus on jet engine components, aerospace and industrial fasteners, structural parts for airplanes and defense, as well as forged aluminum wheels for commercial transportation.

## 2. Structural and Legal Changes

### When will the name officially change?

We are one company until separation, which will occur on Legal Day 1 (in 2<sup>nd</sup> quarter of 2020). Prior to Legal Day 1 some documents (e.g., purchase orders) will start to use the Howmet Aerospace Inc. name where needed for business continuity.

### How will the company name/brand be displayed on supplier facing documents?

We are going through the process of updating our business/brand names on supplier facing documents (e.g. purchase orders). Some operating and legal entity names that contain "Arconic" today will be changed to replace the "Arconic" in the name with "Howmet", for example.

### Will there be any changes to the current legal entities?

Yes. Some legal entities will change, and these changes are detailed in the Site Location List on the [Supplier Continuity page](#). Most of the name changes affect the Howmet Aerospace Inc. business.

All legal entities, which are subsidiaries of Arconic Inc. today, will continue to be wholly owned by either Arconic Corporation or Howmet Aerospace Inc. after the separation.

### Will the legal entity changes impact supplier contracts?

In cases where a contract is servicing both Arconic Corporation and Howmet Aerospace Inc., or where legal entity changes occur, the contract will be modified. You will be contacted by the Contracts Separation team as necessary.

All contracts are assigned a numerical ID which may be referenced on purchase orders issued to suppliers. As part of the contract separation work, all contract IDs will be changed. Contracts belonging to Arconic Corporation will have an ARC suffix appended to the contract ID, while Howmet Aerospace Inc. contracts will have an HWM suffix appended to the contract ID. All new purchase orders will reference the new contract IDs and suppliers should reference the new contract IDs when communicating with either company.

### Where will suppliers find relevant credit information?

Pro forma financials and the distribution of assets and liabilities were made publicly available when the Form 10 was filed with the SEC.

All SEC filings are published on the [Arconic SEC Filings](#) or at the [SEC website](#).

## How can I contact you with my questions?

A mailbox has been set up for questions or concerns that have not been answered in this document. Please direct questions to the Supplier Continuity mailbox: [ProcurementContractAdmin@arconic.com](mailto:ProcurementContractAdmin@arconic.com)

### 3. Purchasing Systems and Policies

#### Will direct pay permits be affected by the separation?

Yes. Direct pay permits will be affected if the relevant legal entity changes. In those cases, the legal entity will apply for new permits and will publish them on the [ArconicDirect](#) or [HowmetDirect](#) supplier portals. Additional information surrounding the ArconicDirect system split can be found in section 5 below.

#### Will tax exemption certificates be affected by the separation?

Yes. Locations impacted by legal entity changes must issue a new tax exemption certificate to suppliers. Following a legal entity change, the new tax exemption certificate will be issued by the Tax department.

#### Where will suppliers access Terms and Conditions?

T&Cs for both companies will be published under the "Supplier Information" webpages as they become available. On Legal Day 1, the Howmet Aerospace Inc. T&Cs can be found on the [Howmet.com](http://Howmet.com) website and the Arconic Corporation T&Cs can be found on the Arconic [website](#).

#### Will the change in Terms and Conditions impact open purchase orders?

No. Open POs will not be impacted by the revisions to the T&Cs and will continue to be governed by the T&Cs in effect at the time the PO was placed. The T&Cs currently in place contain provisions that specifically allow Arconic to take the necessary actions in connection with the separation without any further action required from the supplier.

#### Will our policies on supplier quality change?

No. The quality standards of goods and services to either Arconic Corporation or Howmet Aerospace Inc. will not differ from the standards currently required by Arconic Inc.

## 4. Invoicing and Payment Systems and Policies

### Will suppliers be impacted by bank account changes?

Some legal entity changes may drive the creation of new bank accounts. Some suppliers will be paid from different bank accounts than the ones they have been paid from in the past.

### When should suppliers start addressing invoices to the new entity (e.g., Howmet vs. Arconic)?

The name listed on the invoice should match the name listed on the purchase order. If the legal entity name changes, the name on the invoice should reflect this new name. The stringency for rejecting invoices with the wrong names varies by country, so please follow your local guidelines.

### What will happen to invoices sent to the wrong company?

At Legal Day 1, invoices must be sent separately to each company. At this point, purchase orders will have the updated "bill to" addresses. Invoices sent to the wrong company will be forwarded to the correct Arconic Corporation or Howmet Aerospace Inc. address until Legal Day 1. The supplier will be notified that they have sent the invoice to the wrong company, but they don't need to take any action to resolve the issue.

Post Legal Day 1, if information on an invoice does not match a valid purchase order for that company, the invoice will be rejected.

### How will the Citi Supplier Finance program be impacted?

The Citi Supplier Finance program will continue to be used by both companies post separation. The program will continue to operate in the same manner that it does today. Prior to Legal Day 1, Citibank will inform Citi Supplier Finance suppliers that they will be using Citi Supplier Finance to do business separately with Arconic Corporation and Howmet Aerospace Inc. Citibank will also inform the supplier if there is a change in the financing charge to use the program. Starting Legal Day 1, suppliers will begin seeing transactions in the Citi Supplier Finance portal for both Arconic Corporation and Howmet Aerospace Inc.

## 5. IT Systems and Policies

### When will Arconic email addresses change to Howmet Aerospace Inc. email addresses?

All Howmet Aerospace Inc. employees will begin using a new @Howmet.com email address starting on Legal Day 1.

### What would happen if an email is sent to an Arconic email for an employee who has moved to Howmet Aerospace Inc.?

After Legal Day 1, the @Arconic.com email of Howmet Aerospace Inc. employees will be forwarded to their @Howmet.com email for a period of six months. After the six-month forwarding period, emails sent to a Howmet Aerospace Inc. employee's @Arconic.com address will likely result in an undeliverable response to the sender's email system.

## Will Arconic's IT systems experience any downtime?

Yes. There will be a period of downtime for Arconic's purchasing and payment systems, such as Oracle EBS system, due to IT systems separation. Please be aware that during the outage no operations will be performed, including: entering requisitions, issuing purchase orders, receiving purchase orders, entering invoices, and processing invoices. Our systems separation team will make our best efforts to communicate in advance when the purchasing and payment systems are separated and operational. From that point all purchasing and AP transactions will be performed on separate systems. All systems will work the same way that they did prior to the outage, except that Howmet Aerospace Inc. and Arconic Corporation transactions will be handled separately.

## Will the IT outages affect supplier payments?

No. Supplier payments will not be impacted by the various IT outages.

## Do suppliers need to take action in their IT systems in order to sell to Howmet Aerospace Inc.?

Yes. Suppliers will have to reconfigure their IT systems to represent the separation of Arconic into two separate companies.

## Will there be any interruptions to ArconicDirect because of the outage?

ArconicDirect will be unavailable for approximately 1-4 weeks in Q1 2020, prior to Legal Day 1. Our systems separation will make our best effort to notify you in advance of this outage. During this time our employees and suppliers will not be able to access or make any transactions (e.g. iClaims, invoice uploads) on ArconicDirect.

## Will the ArconicDirect URL change?

Suppliers doing business with Arconic Corporation will continue to use the same URL to interact with the ArconicDirect system; however, any transactions that suppliers have with Howmet Aerospace Inc. will not be handled on the ArconicDirect site.

A new web portal, HowmetDirect, is being created for Howmet Aerospace Inc. that will have the same functionality as ArconicDirect. The HowmetDirect system will be located at [HowmetDirect.com](https://www.howmetdirect.com). The HowmetDirect site will go live in Q1 2020, and all Howmet Aerospace Inc. transactions will be managed there at that time for them.

In order to help guide suppliers to the correct web portal, all users going to the ArconicDirect page will be redirected to a splash page providing information about the differences between ArconicDirect and

HowmetDirect. They will then be prompted to make a selection of which site they want to go to. The splash page will be live in Q1 2020. Post separation, the splash page will no longer exist and suppliers must go to the correct company's site.

## Will there be any changes or service interruptions to Ariba Network?

Yes. The Ariba Network system, like many of the other IT systems, must be separated and duplicated so that both future companies can continue to use Ariba Network. The system will be duplicated in North America only. Ariba Network will have limited availability beginning on Legal Day 1. While suppliers will be able to enter invoices during this time, no processing will occur for invoices or purchase orders until the system is available again shortly thereafter.

## 6. Transportation and Logistics

### Who should I contact with transportation and logistics questions?

Type of Contact	Arconic Corporation	Howmet Aerospace Inc.
Truckload Contact	Chris Lawrence (Chris.Lawrence@arconic.com)	Kelli Carver (Kelli.Carver@howmet.com); Corey McDonald (Corey.McDonald@howmet.com)
Rail Contact	Chris Lawrence (Chris.Lawrence@arconic.com)	Kelli Carver (Kelli.Carver@howmet.com); Corey McDonald (Corey.McDonald@howmet.com)
LTL And Miscellaneous Modes Contact	Chris Lawrence (Chris.Lawrence@arconic.com)	Kelli Carver (Kelli.Carver@howmet.com)
Ocean Container Contact	Travis Tipton (Travis.Tipton@arconic.com or grpitd@arconic.com)	Corey McDonald (Corey.McDonald@howmet.com)
International Air Contact	Travis Tipton (Travis.Tipton@arconic.com or grpitd@arconic.com)	Corey McDonald (Corey.McDonald@howmet.com)
Ops. Support for Ocean Container and International Air Shipments	ArconicTSC@arconic.com	Corey McDonald (Corey.McDonald@howmet.com)
Freight Payment Contact	arconiclogisticssupport@arconic.com	HowmetLogisticsSupport@howmet.com
Central Dispatch Contact	ArconicCD@arconic.com or 1-877-775-7704	HowmetCD@howmet.com or 1-219-325-4133

### How do I access transportation systems?

System	Arconic Corporation	Howmet Aerospace Inc.
Access and Approve Truckload, LTL, And Miscellaneous Modes Rates	www.devwaretdw.com	www.devwaretdw.com
Rate Request Changes for Truckload, LTL, And Misc. Modes	rates@arconic.com	HowmetRates@howmet.com



Best Transport Changes	No changes after separation	All Howmet Aerospace Inc. locations' names will automatically be updated within each carriers' account
<a href="http://Www.Arconic.Com/Carriers">Www.Arconic.Com/Carriers</a>	This will not exist for Arconic suppliers	<a href="http://www.howmet.com/carriers">www.howmet.com/carriers</a>
Freight Invoices	Arconic Corp c/o CT Logistics Team 8, PO Box 30382, Cleveland, OH 44130	Howmet Aerospace Inc. c/o CT Logistics Team 8, PO Box 30382, Cleveland, OH 44130

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