

## ALBEMARLE GENERAL INVOICING REQUIREMENTS FOR CHINA

### 雅保中国通用发票准则

These Albemarle General Invoicing Requirements for China (the “Requirements”) specify certain requirements for invoices submitted to Albemarle. Albemarle’s Accounts Payables Department will enforce compliance with these Requirements. Failure to comply with these Requirements may result in Albemarle’s rejection of any nonconforming invoice, whether in whole or in part.

此《雅保中国通用发票准则》（以下简称“准则”）旨在明确向雅保提交发票时所需满足的要求。雅保应付账款部门将严格遵循这些条款。任何未依循本准则开具的发票，不论整体或部分不合规，雅保均有权拒收。

#### 1. INVOICING INSTRUCTIONS / NO PO – NO PAY

##### 发票开具说明 / 无采购订单不予付款

All invoices submitted to Albemarle must include the applicable Purchase Order (“PO”) number or the applicable Freight Order (“FO”) number. POs are issued by Albemarle to a supplier (“Supplier”) during the purchasing process. FOs are issued by Albemarle to a logistics carrier (“Logistics Carrier”) when freight services are requested via the tendering or booking process. The PO or FO issuance process must precede the submission of any invoice to Albemarle. **Any invoice submitted to Albemarle without a valid PO number or FO number will be rejected.**

所有提交至雅保的发票，均须包含有效的采购订单（PO）编号或货运订单（FO）编号。采购订单由雅保在采购流程中签发给供应商。货运订单则由雅保要求安排货运时，签发给物流承运商。雅保签发采购订单或货运订单后，供应商方可提交发票。**任何提交给雅保但未包含有效采购订单编号或货运订单编号的发票，将被拒收。**

In addition, all invoices submitted to Albemarle must identify the PO number or FO number as follows:

此外，所有提交给雅保的发票，须在票面清晰标注采购订单编号或货运订单编号，如下所示：

- Invoices for goods or services other than freight services must quote a PO number beginning with an “8”:
  - Example: 8XXXXXXXXX (10 digits)
- 非货运的商品或服务发票，须注明以 “8” 开头的采购订单编号：
  - （示例：8XXXXXXXXX，10 位数字）
- Invoices for freight services must quote an FO number beginning with a “61” or “62”:
  - Example: 61XXXXXXXX or 62XXXXXXXX (10 digits)
- 货运服务发票，须注明以 “61” 或 “62” 开头的货运订单编号：
  - （示例：61XXXXXXXX 或 62XXXXXXXX，10 位数字）

#### 2. PO REQUIREMENTS

##### 2. 采购订单要求

- An invoice must identify each purchased item on a separate line so that the invoice matches the same line detail format used in the PO.
- 发票须逐行列出所采购的物品，且格式与采购订单中的行项目明细一致。
- A PO issued as a blanket order can, at a maximum, cover only one year's worth of expenditures. Any request for an exception to this one year limitation must be submitted in writing to the applicable Albemarle procurement contact.
- 作为总订单开具的采购订单，所涵盖支出期限最长为一年。任何超过一年期限的采购订单申请，须以书面形式提交给雅保相关采购联系人进行审查。
- Albemarle may, in its discretion and on an exception basis, exempt certain services from the requirement to be associated with a PO.
- 雅保可酌情对特定服务给予采购订单关联豁免。

- Any questions related to a PO must be directed to the applicable Albemarle procurement contact that issued the PO.
- 若对采购订单存在疑问，应直接咨询开具该采购订单的雅保采购联系人。
- The purchase prices listed in a PO issued by Albemarle will be net prices, which do not include value added taxes (“VAT”) or any other taxes that may apply. No prices higher than those stated in a PO are permitted to be invoiced unless the PO is amended accordingly in writing by Albemarle.
- 雅保签发的采购订单（PO）中所列的采购价格为净价，不包括增值税（“VAT”）或其他可能适用的税费。除非雅保以书面形式修改采购订单，否则发票票面价格不得高于采购订单中规定的价格。
- If Supplier wants to invoice for any goods or services that are not listed in a PO, Supplier must submit a written request for approval to the applicable Albemarle procurement contact. Such request must be accompanied by a detailed justification for, and cost estimate of, such additional goods or services. If Albemarle agrees with the request, an amended PO must be issued to specify any additional goods or services and any agreed costs related thereto; otherwise, Albemarle will not pay for any additional goods or services that are not listed in a PO.
- 如供应商要为不包含于采购订单中的货物或服务开具发票，其需要向相应的雅保采购联系人提交书面申请以获得批准。该申请须包含对额外货物或服务的详细说明及成本估算。如雅保批准该申请，将签发修订的采购订单，以明确任何对额外货物/服务以及与之相关的费用；否则，雅保将不会为采购订单中未列出的货物或服务付款。

### 3. INVOICING CHANNELS

#### 3. 发票提交渠道

**The preferred method of invoice submission is through electronic means (PDF submission to the invoice submission e-mail addresses below).** For all domestic Chinese paper invoices, it’s required to release original invoices to the Bill-to addresses below for the Albemarle Accounts Payables team to scan and pay:

电子提交是发票提交的最佳方式（PDF发送至以下发票提交邮箱地址）。所有中国国内纸质发票，请将发票原件提交给下方的收票地址，以便雅保应付账款团队进行扫描和支付：

*Country 国家	Bill-to name 收款人名称	VAT number 增值税号	Bill-to address 收票地址	Invoice submission e-mail 发票提交邮箱地址	AP contact mail 应付账款联系邮箱
China 中国	Shandong Sinobrom Albemarle Bromine Chemicals Company Limited 山东希乐伯尔雅保溴化工有限公司	91370700679211604M	No.13600, Jiankang East Street, Kuiwen District, Weifang City, Shandong Province, China 山东省潍坊市奎文区健康东街13600号	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Jiangxi Albemarle Lithium Co., Ltd. 江西雅保锂业有限公司	91360521MA35KWUF76	Industrial Park of Fenyi County, Jiangxi Province, PRC, Xinyu City, China, China 江西省新余市分宜县工业园区	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Sichuan Guorun New Material Co., Ltd. 四川国润新材料有限公司	915114226991528916	ECONOMIC DEVELOPMENT ZONE PENGSHAN DISTRICT Sichuan 中国四川省眉山市511422经济开发区	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Albemarle Management (Shanghai) Co., Ltd. 雅保管理（上海）有限公司	9131000055000097X3	Room 901, Building 23, 40# Software Park East Road, Shahekou District, Shanghai, PRC. 200023 上海市黄浦区蒙自路757号3302室 300023	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Albemarle (Shanghai) Management Dalian Branch 雅保管理（上海）有限公司大连分公司	9121023158204458XC	Room 901, Building 23, 40# Software Park East Road, Shahekou District, Dalian, 116023 中国大连软件园东路40号23号楼901室 116023	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	Albemarle Chemicals (Shanghai) Co., Ltd.	913100007456206343	Room 3202, No 757 Mengzi Road, Huangpu	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com

	雅保化工（上海）有限公司		District,Shanghai ,PRC.200023 上海市黄浦区蒙自路757号		
China 中国	ROCKWOOD LI SHANGHAI Co., Ltd. 洛克伍德锂业（上海）有限公司	91310000590362019Q	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai ,PRC.200023 上海市黄浦区蒙自路757号	cn.invoices@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	GUANGXI ALBEMARLE LITHIUM 广西雅保锂业有限公司	91450704MA5MY8XR46	# 6 Haitun Road, Qinzhou Port, Qinnan Area, Qinzhou 广西钦州市钦州港海路6号	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	ALBEMARLE SICHUAN NEW MATERIALS CO LTD 雅保四川新材料有限公司	91511400MAACPFWFX1	NO 1 CHUANG XIN SI ROAD EAST, PENGSHAN DISTRICT EDZ, MEISHAN, SICHUAN, China 四川彭山经济开发区创新四路 东段1号	China.invoice@albemarle.com	accounts.payable.ap@albemarle.com
China 中国	KETJEN (SHANGHAI) COMPANY 科琴催化剂（上海）有限公司	91310115MACLFCCJ4P	Room 3202, No 757 Mengzi Road, Huangpu District, Shanghai ,PRC.200023 上海市黄浦区蒙自路757号	<a href="mailto:China.invoice@ketjen.com">China.invoice@ketjen.com</a>	<a href="mailto:ap.asia@ketjen.com">ap.asia@ketjen.com</a>
China 中国	KETJEN CATALYSTS DALIAN 科琴催化剂（上海）有限公司 大连分公司	91210231MACXWKYH3U	Room 902 Building 23, 40# Software Park East Road, Shahekou District, Dalian 辽宁省大连市沙河口区软件园 东路40号23#902	<a href="mailto:China.invoice@ketjen.com">China.invoice@ketjen.com</a>	<a href="mailto:ap.asia@ketjen.com">ap.asia@ketjen.com</a>

#### 4. INVOICE SUBMISSION

##### 4. 发票提交

- All invoices must include: a valid PO number or FO number; an invoice number; a date; a title labelling the document as an invoice (or credit memo if applicable); the identity of both parties to the transaction using their correct legal addresses; a description of the goods and/or services to which the invoice relates; accurate pricing and/or rates; the appropriate currency; and any applicable taxes.
- 所有发票必须包含：有效的采购订单（PO）编号或订单（FO）编号；发票号；发票日期；将文件标注为发票（如适用，或贷项凭证）；交易双方正确的法定地址；发票所涉及货物和/或服务的描述；准确的价格和/或费率；适用的货币；以及任何适用税费。
- Each invoice must be sent as an individual PDF file as an attachment to the e-mail transmission.
- 每张发票必须以单独的PDF文件形式作为电子邮件附件发送。
- The invoice and all supporting documents for that invoice must be bundled as a single PDF file.
- 发票及其所有支持文件必须合并为一个PDF文件。
- The invoice must be the first document in the PDF bundle.
- 发票必须是PDF文件包中的第一个文件。
- One e-mail transmission is allowed to include a maximum of 10 attachments as 10 separate invoice documents.
- 一封电子邮件最多允许包含10个附件，即10份单独的发票文件。
- Back-dated invoices will not be accepted.
- 不接受倒签日期的发票。
- Invoices with a future date will not be accepted.
- 不接受标注未来日期的发票。
- Invoices must be sent to the applicable Albemarle e-mail address (see table above).
- 发票必须发送至相应的雅保电子邮件地址（见上表）。
- Albemarle's address must be correctly stated on the invoice.

- 发票上必须正确注明雅保的地址。
- VAT registration numbers must be included in the invoice for any countries where legally required.
- 在法律有要求的国家，发票必须包含纳税人识别号。
- The currency used for the invoice must match the currency used in the PO.
- 发票使用的货币必须与采购订单中使用的货币一致。

Invoices submitted to Albemarle must comply with any requirements of applicable law regarding invoicing.  
向雅保提交的发票，须符合适用法律中关于发票的各项要求。

## **5. ADDITIONAL REQUIREMENTS FOR FREIGHT SERVICES**

### **5. 货运服务发票的附加要求**

- In order for the freight invoice settlement process to properly initiate, prior to invoice submission Logistics Carriers must ensure that applicable milestones, such as Proof of Delivery (POD) or confirmation of departure, are updated via the designated connectivity channel either through the Elemica portal or other EDI.
- 为使货运发票结算流程正确启动，在提交发票之前，物流承运商必须确保已通过 Elementa 门户或其他电子数据交换 (EDI) 指定的连通渠道，更新适用的关键节点信息，如交货证明 (POD) 或离港确认。
- No duplication of charge codes is allowed on EDI freight invoices. Logistics Carriers cannot send two or more identical charge codes on the same invoice.
- 电子数据交换货运发票上不允许重复使用费用代码。物流承运商不得在同一张发票上使用两个或多个相同的费用代码。
- All freight invoices must include a reference to an FO number in the format of 61XXXXXXXX or 62XXXXXXXX.
- 所有货运发票必须包含格式为 61XXXXXXXX 或 62XXXXXXXX 的订单编号。
- For Logistics Carriers providing road transportation, invoices must be submitted after: (i) the shipment has been delivered; and (ii) the Logistics Carrier has updated Albemarle via the applicable channel with proof of delivery (POD).
- 对于提供公路运输服务的物流承运商，必须在以下情况发生后提交发票：(i) 货物已交付；(ii) 物流承运商已通过适用渠道向雅保更新交货证明 (POD)。
- For Logistics Carriers providing ocean transportation, invoices must be submitted after: (i) the ship has sailed from the port of departure; and (ii) the Logistics Carrier has updated Albemarle via the applicable channel with confirmation the departure milestone has been satisfied.
- 对于提供海运服务的物流承运商，必须在以下情况发生后提交发票：(i) 船舶已离港；(ii) 物流承运商已通过适用渠道向雅保更新离港确认关键节点信息。
- Logistics Carriers cannot submit a single invoice for multiple FOs, with the exception of freight services occurring in Japan and/or Korea.
- 物流承运商不得为多个订单提交一张发票，日本和/或韩国的货运服务除外。
- For non-standard accessorial charges, Logistics Carriers must, prior to invoice submission, provide supporting documentation to Albemarle for such charges and receive written approval from Albemarle for such charges. Supporting documentation for accessorial charges (such as Spot Rates, Chassis Renting, Trailer Rental/Spotting, Warehouse Storage, Cancellation/Layover Fees) must also be included as part of the invoice submission process and must be bundled as a single PDF file together with the invoice.
- 对于非标准附加费用，物流承运商必须在提交发票前，向雅保提供此类费用的支持文件，并获得书面批准。附加费用（如现货费率、底盘租赁、拖车租赁/调度、仓库存储、取消/滞留费）的支持文件也必须作为发票提交流程的一部分，并与发票合并为一个 PDF 文件。
- Logistics invoices with the project name of transportation service must indicate both the freight source location and destination location.

- 发票“项目名称”为“运输服务”的物流发票必须注明货运的起始地点和目的地。
- The applicable currency must be clearly stated on the invoice and must match the currency used in the FO (or other contract between Albemarle and the Logistics Carrier).
- 发票上必须明确注明适用货币，且必须与订单（或 雅保 与物流承运商之间的其他合同）中使用的货币一致。

## 6. QUERY MANAGEMENT

### 6. 问询管理

Inquiries related to invoicing must be addressed directly to the Albemarle Accounts Payables Department through the applicable regional accounts payable e-mail address set forth in the table in Section 3 above. Inquiries submitted to the e-mail addresses of individual Albemarle employees are not monitored for such purpose and will not be acted upon.

与发票相关的问询，须通过第3章节所列的相应区域应付账款电子邮件地址，直接向雅保应付账款部门提出。发送至雅保员工个人电子邮件地址的问询不会得到监控及处理。

Inquiries related to account statements have to be submitted as Excel - xls/xlsx files to the applicable regional accounts payable e-mail address, otherwise, they will not be processed.

与账户对账单相关的问询须以Excel- xls/xlsx电子表格形式提交至适用区域的应付账款电子邮件地址，否则将不被处理。

If a freight invoice is rejected, please read the entire rejection e-mail in which Albemarle will provide a reason for the rejection, and the necessary steps required for resolution. If a freight invoice was rejected during a freight audit, the Albemarle Freight Settlement Team will provide instructions in the rejection e-mail regarding how to resolve the issue.

如货运发票被驳回，请阅读驳回邮件，雅保会在其中说明驳回原因并提供解决问题的步骤。如果在货运审计期间驳回货运发票，雅保货运结算团队将在驳回邮件中说明如何解决问题。

## 7. PAYMENT

### 7. 付款

Albemarle pays invoices on the 2nd and 15th of each month (each a “**Payment Cycle Date**”). Accurate and complete invoices properly submitted in accordance with these Requirements will be paid on the Payment Cycle Date immediately following the applicable payment due date of the subject invoice. If a Payment Cycle Date falls on a public holiday or a weekend, payment will be made on the next business day.

雅保在每月的2号和15号（“付款周期日”）支付款项。根据这些要求正确提交且准确完整的发票，将在发票适用的付款到期日后的付款周期日支付。如果付款周期日恰逢公共假日或周末，将在下一个工作日付款。

Unless otherwise specified in a contract with Albemarle (or otherwise mutually agreed by the parties in writing), after receiving an accurate and complete invoice, the default payment timeline is 60 days upon invoice date.

除非与雅保的合同另有规定，或双方有书面约定，收到准确且完整发票后，默认付款期限为发票开具之日起60天。

Albemarle pays invoices via wire transfer unless Albemarle authorizes in writing a different payment method. All invoices issued to Albemarle must list the payee's bank account information to which a wire transfer payment can be made.

雅保通过电汇支付发票款项，除非雅保另有书面约定采用不同的付款方式。所有开具给雅保的发票都必须列出收款人的银行账户信息，以便进行电汇付款。

Further requirements related to the payment process are as follows:

关于付款的进一步要求如下：

- Albemarle will issue a remittance advice in conjunction with the submission of a payment. Remittance advices will be sent to the e-mail address specified in the invoice, or to the contact e-mail address Albemarle has on file for the applicable Supplier or Logistics Carrier.

- 雅保将在付款时开具汇款通知。汇款通知将发送至发票中指定的电子邮件地址，或发送至雅保存档的相关供应商或物流承运商的电子邮件地址。
- Any changes to contact or banking details for a Supplier or Logistics Carrier shall be submitted to Albemarle through the applicable regional accounts payable e-mail address set forth in the table in Section 3 above.
- 供应商或物流承运商的联系信息或银行信息如有任何变更，须通过上述第3章节表格中对应的应付账款电子邮件地址提交给雅保。
- If a Supplier or Logistics Carrier requests a change to its bank account information, Albemarle may require proof of the authenticity of such change before Albemarle will carry out the change when making payments.
- 如供应商或物流承运商要求变更其银行账户信息，雅保可能要求其提供能证明变更真实性的文件，核实无误后，方可进行变更。

## **8. REFERENCE IN OTHER DOCUMENTS**

### **8. 其他文件中的引用**

If these Requirements are referred to in, or a link to these Requirements is included in, another document then these Requirements will be deemed to be incorporated by reference into that document.

如本要求在其他文件中被引用，或其他文件中包含指向本要求的链接，则这视为本要求以引用方式纳入该文件。