

## **For LE 4500**

### **For ERS Orders**

THIS IS AN ERS ORDER, PLEASE DO NOT SEND ANY INVOICE

ACCOUNTS PAYABLE CONTACT INFORMATION:

Our Accounts Payable department can be reached at [AP-DKK@dupont.com](mailto:AP-DKK@dupont.com)

### **For Normal Purchase Orders**

BILLING ADDRESS & RECOMMENDATIONS

TO FACILITATE TIMELY PAYMENT AND PREVENT INVOICE REJECTIONS, we kindly request you to:

- Ensure you are issuing the Invoice to the correct DuPont Entity name shown at the top of this Purchase Order.
- address the Invoice to the attention of the Accounts Payable department and NOT to the DuPont contact person which should be inside the invoice.
- Ensure the Invoice matches the Purchase order or your prior order confirmation statement.
- Send the Invoice only after delivery acknowledgement of goods /service by DuPont.

TWO ALTERNATIVES TO SEND YOUR INVOICES

1)To ensure on time payment, where legally accepted, please send PDF via e.mail

to: [ap-invoice.logistic@dupont.com](mailto:ap-invoice.logistic@dupont.com)

Email title: Company of invoice issued to + number of PDF attachment for invoices

Content instructions: Only one invoice per PDF

2)As a last resort for billing, paper invoices should be sent to this address:

Att: Accounts Payable department

DuPont Kabushiki Kaisha

11-1 Nagata-cho 2-chome, Chiyoda-ku Sanno Park Tower

Tokyo 100-6111 Japan

ACCOUNTS PAYABLE CONTACT INFORMATION:

For invoice status and payment information, please contact our Accounts Payable department at AP-DKK@dupont.com, 81-3-5521-2435

**CONFIRMATION REQUIREMENT:**

DuPont requires that all material purchase orders delivery dates and quantities be confirmed by our suppliers within 24 hours for non-overseas shipments, or within 5 days for overseas shipments. If you're not EDI connected to DuPont,

please send your confirmation to one of the email addresses shown below:

- For Maintenance, Repairs and Operating Materials please send your confirmation to ap-service.center@dupont.com

- For Raw Materials, Packaging or Contract Manufacturing goods:

a) If you have a contract number in the line item, please send your confirmation to your usual supply chain contact person at the site

b) If you don't have a contract number in the line item, please send your confirmation to ap-service.center@dupont.com

If you wish to contact Sourcing for clarifications related to prices or with general terms and conditions for the above orders, please reach contact us at ap-service.center@dupont.com and +813-5521-8805.

## **For LE 8551**

### **For ERS Orders**

THIS IS AN ERS ORDER, PLEASE DO NOT SEND ANY INVOICE

#### ACCOUNTS PAYABLE CONTACT INFORMATION:

Our Accounts Payable department can be reached at [AP-DKK@dupont.com](mailto:AP-DKK@dupont.com)

### **For Normal Purchase Orders**

#### BILLING ADDRESS & RECOMMENDATIONS

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- Ensure you are issuing the Invoice to the correct DuPont Entity name shown at the top of this Purchase Order.
- address the Invoice to the attention of the Accounts Payable department and NOT to the DuPont contact person which should be inside the invoice.
- Ensure the Invoice matches the Purchase order or your prior order confirmation statement.
- Send the Invoice only after delivery acknowledgement of goods /service by DuPont.

#### PLEASE SEND YOUR INVOICES:

Att: Accounts Payable department

DuPont Specialty Products Kabushiki Kaisha

11-1 Nagata-cho 2-chome, Chiyoda-ku Sanno Park Tower

Tokyo 100-6111 Japan

#### ACCOUNTS PAYABLE CONTACT INFORMATION:

For invoice status and payment information, please contact our Accounts Payable department at [ap\\_dspkk@dupont.com](mailto:ap_dspkk@dupont.com), 81-3-5521-2435

#### CONFIRMATION REQUIREMENT:

DuPont requires that all material purchase orders delivery dates and quantities be confirmed by our suppliers within 24 hours for non-overseas shipments, or within 5 days for overseas shipments. If you're not EDI connected to DuPont,

please send your confirmation to one of the email addresses shown below:

- For Maintenance, Repairs and Operating Materials please send your confirmation to [ap-service.center@dupont.com](mailto:ap-service.center@dupont.com)

- For Raw Materials, Packaging or Contract Manufacturing goods:

a) If you have a contract number in the line item, please send your confirmation to your usual supply chain contact person at the site

b) If you don't have a contract number in the line item, please send your confirmation to [ap-service.center@dupont.com](mailto:ap-service.center@dupont.com)

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