

To: All Clarios US Suppliers
From: Procurement Clarios
Date: August 15, 2022
Subject: Accounts Payable and Supplier Invoice Information

Dear Supplier,

Clarios has migrated to an automated invoice processing system and **does not accept invoices mailed through postal service**. To ensure prompt payment of valid invoices, please comply with the following:

INVOICE REQUIREMENTS

Supplier invoices must contain the following information and be submitted accordingly:

- **Supplier** – All suppliers must have their legal entity name, address, invoice number and invoice date on their invoices.
- **Standard Bill-To Name** – All suppliers must use Bill To name as "Clarios, LLC".
- **Purchase Orders** – All invoices submitted to Accounts Payable must be submitted with a Purchase Order or Delivery Note number identified on the invoice, except for the suppliers that are to be defined as appropriate 1-way match suppliers.
- **BOL/Packing Slip#** – All invoices must have the bill of lading, packing slip, or service number listed on them and must match the corresponding document received by the plant.
- **Accounts Payable E-Mail Addresses** – All invoices must be emailed directly to our invoice email inbox, which is: na-accounts.payable@clarios.com. You may copy your Clarios business partner on the invoice submission. All payment inquiries/questions regarding invoices, etc. must be sent to our Accounts Payable Helpdesk email, which is bbc-ptp-helpdesk-US@clarios.com or by calling +1 855 824 8109.
- **Additional invoice requirements:**
 - Invoices must be typed and legible
 - Currency based on ISO 4217 currency code list
 - An invoice can only contain one PO/Delivery Note number/Clarios entity. If you are billing for multiple PO / Delivery Notes / different Clarios entities, please submit separate Invoices
 - Send invoices only in PDF file format. Do not send files larger than 15MB. The pdf file should NOT be Signed or Secured PDFs (with password)
 - Submit only one invoice per PDF. Do not add more invoices/credit notes into one file
 - It is recommended to send one PDF file per e-mail
 - The Invoices should only be sent as email attachments. Invoices should NOT be typed or embedded in the email body itself
 - Invoice needs to meet all legal requirements stated according to local law

SUPPLIER STATEMENTS

Supplier statements must be emailed to the AP Helpdesk email: bbc-ptp-helpdesk-US@clarios.com.

SUPPLIER CHECKS

We encourage payments via ACH, as this is the most secure and lowest cost payment method available.

- Electronic Funds Transfer (ACH/Wire): Account Name: Clarios, LLC Account: 700912121 Routing: 021000021 / CHASUS33 Bank Address: JPMorgan Chase Bank NA4 New York Plaza New York, NY 10004

Supplier checks to Clarios must be mailed to JP Morgan at this address:

- Standard Mail: CLARIOS, LLC P.O. Box 735936 Dallas, TX 75373-5936
- Courier: JPMorgan Chase (TX1-0029) Attn: CLARIOS, LLC - 735936 14800 Frye Road, 2nd Floor Ft Worth, TX 76155

Please send any questions or concerns regarding the Clarios Accounts Payable requirements to the AP Helpdesk at: bbc-ptp-helpdesk-US@clarios.com.

Thank you,

Matt Hoerig
Director US Procurement

Deb Dunne
Director Global Indirect Procurement

Richard Summer
Finance Manager