



### Genesis Alkali, LLC Supplier Invoicing and Payment Policy

Products and services provided to Genesis Alkali, LLC by outside Suppliers (or providers) are an integral component of our operations. Company-wide, these products and services represent a large percentage of our net sales revenue, and clearly our ability to work in an integrated and streamlined fashion with our Suppliers is fundamental to the company's overall success. Therefore, we believe it is important to re-iterate Genesis Alkali, LLC's policy regarding all of Genesis Alkali, LLC's 3rd party transactions.

1. All purchase commitments require a valid purchase order.
2. Total of all shipments to Genesis Alkali, LLC cannot exceed the actual quantity ordered on the purchase order.
3. Good should be shipped to the Ship-To address identified on the purchase order.
4. Invoices should be submitted for goods and services only after completion of delivery of a quality product or service.
5. Recipient of the goods or service must acknowledge receipt of the good and/or service by performing a goods receipt. Goods and services purchases, including but not limited to, parts, materials, equipment, tools or supplies also require proper shipping documents to complete receipt processing.

**All product shipments to Genesis Alkali, LLC Facilities require Packing Slips or attached Shipping Documents.**

These Shipping documents (e.g. packing slip) require the following data elements:

- Unique shipping and/or packing slip document number
  - Purchase order number
  - PO line item number, line item detail (i.e. part number, quantity, price, etc.)
6. Payment will be based on the information captured on the purchase order only. If the purchase order you receive does not reflect what was agreed upon (e.g. price, amount, etc.), it is the Supplier's responsibility to reject the order and request a corrected purchase order.
  7. All payments to Suppliers require a packing slip and proper invoice with applicable line item detail and the following data elements:
    - Unique invoice number, invoice date & date goods were shipped
    - Supplier name
    - Remit-to address, contact and telephone number
    - Banking information to issue electronic payment.
    - Purchase order number
    - PO line item number, line item description and/or Genesis Alkali, LLC's material number
    - Shipping and/or Packing slip reference number (if applicable)

This information must match the information on the corresponding purchase order you received from Genesis Alkali, LLC. **Invoices or Shipments received without the required information or Packing Slips will be returned.**

8. In addition to the purchase order and packing slip information above, invoices must be sent to the bill-to address specified on the purchase order. Invoices mailed to other addresses (such as recipients) are not consistent with our policy and are typically discarded or misrouted.

For U.S. Suppliers

- Our preferred method of payment is ACH payments. Please contact us if you are interested in sending electronic payments.
- All new Suppliers must provide a W-9. W-9 forms can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

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