



OLIN SUPPLIER NETWORK (OlinSN) PORTAL – SUPPLIER GUIDE

GENERAL INFORMATION

The Olin Supplier Network (OlinSN) Portal Guide is for suppliers doing business with Olin Corporation and its affiliates (e.g., Olin, Blue Cube Operations, and Olin Chlor Alkali Products and Vinyls). Olin has incorporated all the methods for interacting with Olin into one network referenced as the **Olin Supplier Network Portal (“OlinSN”)**. This guide contains important information about:

1. Becoming an Olin supplier
2. Buying Channels
3. Overview
 - a. Overview of Olin’s e-Commerce solutions
 - b. Solution options for Suppliers
 - c. Registration process
4. Invoice submission guidelines and best practices
 - a. Invoice submission
 - b. Invoice requirements S/4 Hana; Ariba; AES/32
 - c. Inquiry submission
5. Appendix
 - a. Supplier invoice processing centers
 - b. Procurement and Accounts Payable contact information
 - c. Invoice sample and requirements
 - d. Purchase Order sample
 - e. North America Payment Terms

SECTION 1. BECOMING AN OLIN SUPPLIER

The process to engage suppliers is managed by Olin Procurement. Adding suppliers is subject to many considerations including the following:

- Business need
- Benefit offered and value created
- Acceptance of and agreement to certain terms and conditions

OLIN’S BUSINESS CODE OF CONDUCT AND COMPANY VALUES

The Olin Business Partner Code of Conduct defines the behavior we expect from our business partners when conducting business with us and on our behalf. Our success as a company is directly linked to our commitment to operate with integrity every day, in every way and by every employee in our company. We encourage our suppliers to review this Code and share it with their employees who work with our company.

Our company Values and our Code of Conduct are the basis for how we do business. Our Values establish standards of behavior for every employee at every level of our organization. Our four Values are:

Integrity – First, Last, and Always

Integrity means doing what's right. It's about compliance with the law, fairness, and respect in our dealings with one another, meeting our commitments to our customers and responsible care for the environment and communities where we live.

Helping Our Customers Succeed

We must continually strive to exceed customer expectations. We must anticipate customer needs and provide innovative products and services and superior value.

Continuous Improvement and Innovation

Success comes from never being satisfied. We must continually challenge ourselves, be open to new ideas, solve problems, and look for ways to reduce cost and eliminate waste.

Olin People

Employees define Olin's future. We must respect the diversity of our workforce and treat others as we would want to be treated. We must also take and accept responsibility and be role models for others.

TERMS & CONDITIONS, CONTRACTS, AND NON-DISCLOSURE AGREEMENTS

Purchases made by Olin are governed by Olin's standard terms and conditions. Suppliers must consult with their local Procurement contact to determine if an existing contract is in place or if a new contract must be signed prior to doing business with Olin.

Non-Disclosure Agreements will be required if Olin and a supplier are trading confidential or intellectual information prior to the onset of contracting.

SUPPLIER PERFORMANCE AND RELATIONSHIP MANAGEMENT

Suppliers play a key role in supporting Olin's strategic initiatives within the supply chain. Suppliers should adhere to the same quality and on-time delivery standards that Olin strives to provide to our customers.

Suppliers are expected to deliver goods or services in accordance with the specifications and requirements stated in the relevant contractual terms and purchase orders. Olin expects that all products and services will be delivered on time and with superior quality.

SECTION 2. BUYING CHANNELS

- **Purchase Orders (PO):** A purchase order is a formal commitment to the supplier for the purchase of goods or services. Please see the example in the appendix.
- **Procurement Card:** In some cases, Olin will transact with a supplier using the Olin Procurement Card. If you would like to be considered for our Procurement Card program, please contact your local procurement professional.
- **eCatalog:** Implemented for repeat purchases of high-volume goods with fixed pricing, Olin will support both hosted and punch-out catalogs.

SECTION 3. OVERVIEW

OLIN'S E-COMMERCE SOLUTIONS

Olin offers several platforms for e-Commerce transactions between suppliers and Olin. Each platform permits the electronic sending of a purchase order by Olin Purchasing contacts and the submittal of invoices by suppliers; each application is slightly different and has different benefits depending on the type of purchases.

- **Ariba:** A Software as a Service (SaaS) tool which allows our suppliers to easily extend their back-end systems and processes to benefit from electronic transactions. Ariba assists in the automation of sourcing, negotiating, and storing contracts and purchase orders, and invoicing through an integrated network, driving processes, standardization, and transparency from business to client. *NOTE: Ariba is currently only utilized in Europe.*
- **AES/32:** A Software as a Service (SaaS) tool which provides service hours, rentals, and miscellaneous materials. This tool can be used for pass-through costs in addition to labor. AES/32 is designed to effectively handle different pay rates applied under different contract terms for the same craft designation, charging the cost to the correct PO. It simplifies the time and cost entry process through an electronic interchange.
- **EDI:** Electronic Data Interchange (EDI) is a way to exchange business documents electronically with Olin using established standards for file formats and transmission methods. EDI is used to integrate with suppliers, customers, freight carriers, and banks. Suppliers looking to optimize business processes and avoid manual data entry can benefit significantly by using EDI.

E-COMMERCE COMPARISON TABLE			
Solution Features	Ariba	AES/32	EDI
Real-time	Yes	Yes	Yes
Access to Purchase Order details	Yes	Yes	Yes
Submit Electronic Invoices	Yes	Yes	Yes
Send Ship Notifications to Olin	Yes	No	Yes
Send Service confirmation request to Olin	No	Yes	No
Suitable for handling services orders/invoices	No	Yes	No
Ability to upload non-invoice documentation	Yes	Yes	No
Access to drawings and specs	Yes	Yes	No
Upload supplier coded catalog	Yes	Yes	No
Configurable	Yes	Yes	Yes
Integration with other systems	Yes	Yes	No
Payment status tracking	Optional	Yes	No
ERS payment	Optional	Yes	No

SOLUTION OPTIONS FOR SUPPLIERS

AES/32	Suppliers of labor and services to Olin
Ariba	Suppliers of products to Olin Manufacturing. <i>NOTE: Ariba is currently only utilized in Europe</i>
EDI	Suppliers of products; suppliers with a medium to high volume of orders and or invoices

REGISTRATION PROCESS

An Olin Procurement representative can work with suppliers to determine the best e-Commerce solution to utilize.

- **Ariba:** Olin must send an invitation to suppliers before they can begin taking advantage of the many great features offered in Ariba. If an invitation has not been received, please send an email to OSN_AN_CATALOG@olin.com or contact Olin's purchasing team. *NOTE: Ariba is currently only utilized in Europe.*
- **AES/32:** Olin must send an invitation to suppliers before they can begin taking advantage of the many great features offered in AES/32. If an invitation has not been received, please send an email to OSN_AES_NAA@olin.com or contact Olin's purchasing team.
- **EDI:** A supplier interested in EDI must first contact OSN_Gen_Help@Olin.com to be considered and approved.

NOTE: Suppliers can request to be moved to other e-Commerce solutions through their Olin Procurement contact. The request will be reviewed by Olin and evaluated based on a number of factors to ensure that it is the best solution

SECTION 4. INVOICE SUBMISSION GUIDELINES AND BEST PRACTICES

INVOICE SUBMISSION

Invoices can be submitted to Olin through one of the methods below:

- **e-Commerce:** Invoice submission through e-Commerce is Olin's preferred method to receive invoices and will result in the fastest invoice processing time. Please see below for more information on the invoice submission process for each e-Commerce solution.
- **Emailed as a PDF attachment:** When submitting invoices via email, invoices should be attached to the email in PDF format. Multiple attachments are acceptable; however, each attachment must contain **one invoice and associated supporting documentation**. The supporting documentation can follow the invoice in the same PDF. The invoice should be the first page within the PDF file. Please refer to the functional email boxes by country to which PDF invoices can be sent (**Section 5 - Appendix**). If an applicable country is not listed, please contact the local purchasing organization for further instructions.
- **Paper copy:** For suppliers invoicing from countries with statutory requirements that require a hard-copy invoice to be submitted or suppliers without access to either e-commerce or email, a paper invoice can be submitted. Contact the local Accounts Payable organization for instructions on where to send a paper invoice; please refer to **Section 5 - Appendix** for contact information.

NOTE: In some countries the submission of a paper invoice will result in a delay in invoice processing. However, for countries that require the submittal of a hard-copy invoice to comply with statutory requirements, please note that the hard-copy invoice must be received before an invoice can be paid.

INVOICE REQUIREMENTS

Olin Accounts Payable is committed to paying all compliant supplier invoices within agreed payment terms. To ensure the timely payment of invoices, the invoice requirements below must be followed. Suppliers currently submitting hard-copy invoices are requested to move to an e-Commerce or electronic invoicing submission solution. Paper invoicing will be permitted on an exception basis only.

NOTE: Invoice requirements and contacts may differ by geographic location.

General invoice requirements:

- Only invoices will be paid. Statements, delivery tickets, pro-forma invoices, or other documents will not be processed for payment.
- Invoice amounts for freight, fuel, and other surcharges must also appear on the Purchase Order if applicable.

The following general information should be included on the supplier's invoice:

1. Valid Olin bill to legal entity name and address (**must** match the Olin legal entity name and address on the Purchase Order)
2. Applicable Supplier Tax ID (e.g., EIN, VAT, GST, QST)
3. Supplier's invoice number
4. Supplier name (must match the supplier name on the Olin issued Purchase Order)
5. Invoice date
6. If applicable, the Olin 10-digit Purchase Order (PO) number should be labeled as *Purchase Order Number* or *PO#* on the invoice.
 - a. A single PO number which consists of a 10-digit number
 - b. Ensure that the entire PO number is visible. Do not truncate the number as this will invalidate the number.
 - c. Only reference the applicable PO number on the invoice that matches the products or services purchased.
7. Payment remit-to information
8. Total net amount (in the same currency the PO was issued)
9. Unit price (in the same currency the PO was issued)
10. Quantity of the goods or services unit of measurement (in the same measurement the PO was issued)
11. Olin Material Numbers for each of the goods, as applicable
12. Description of the good or services delivered: description must be the same or readily identifiable to the respective purchase order line item
13. Tax amount(s), as applicable, with multiple tax rates each listed separately
14. Invoice currency (must be the same currency as stated in the PO)
15. Products and Services separated by line items consistent with the line items separated in the PO (i.e., each line item in the PO should be billed on a separate line item on the invoice).
16. Supplier contact information (name, email address, telephone number)

NOTE: Any invoice that does not comply with the above requirements will be returned to the supplier for resubmission. This may lead to a delay in payment. Invoices will be processed for applicable payment terms, upon receipt of a fully compliant invoice. ***See Sample Invoice in Appendix***

AES/32

When a supplier is added to AES/32, all transactions will be electronic, and no paper documents will be processed.

As part of the process to add suppliers to AES/32, training materials and resources will be made available to designated individuals depending on the AES/32 setup.

The basic sequence is as follows:

1. Olin issues a PO which is posted to the supplier's account
2. Designated supplier representative receives an email notification of a new PO
3. Supplier representative logs on and confirms the PO

4. When services are completed, supplier representative logs on and selects PO and line item and creates an invoice which is automatically transmitted to Olin
5. Any corrections/changes MUST be processed in AES/32. This may require that the supplier enters a credit to offset an invoice value.

NOTE: Contact your Olin Procurement representative for details.

Ariba

NOTE: Ariba is currently only utilized in Europe

When a supplier is added to Ariba, all transactions will be electronic, and no paper documents will be processed.

As part of the process to add suppliers to Ariba, training materials and resources are made available to designated individuals depending on the Ariba set ups which they will perform.

The basic sequence is as follows:

1. Olin issues a PO which is posted to the supplier's account
2. Designated supplier representative receives an email notification of a new PO
3. Supplier representative logs on and confirms the PO
4. When goods are delivered to Olin, supplier representative logs on to Ariba and selects PO and respective line item and creates an invoice
5. The Ariba Network validates the invoices and if cleared, the invoice is automatically transmitted to Olin Accounts Payable
6. Any corrections/changes MUST be processed in Ariba. This may require that the supplier enters a credit to offset an invoice value.

NOTE: Contact your Olin Procurement representative for details.

EDI (Elemica or Ariba)

NOTE: Ariba is currently only utilized in Europe

When a supplier integrates with Olin using EDI, all transactions will be electronic, and no paper documents will be processed.

EDI implementation guides for purchase orders and invoices will be provided to the supplier or to the supplier's EDI service provider. As part of on-boarding a supplier for EDI, a testing process will be completed, and appropriate approvals obtained.

It is essential suppliers understand that the exchange of EDI transactions must be performed in this basic sequence:

1. Olin issues PO's, which are transmitted hourly to the supplier's EDI system
2. The suppliers EDI system will transmit a functional acknowledgment upon receipt
3. The supplier will ship the materials ordered

4. Receiving will create a goods receipt on the PO in Olin's purchasing system.
5. The supplier will transmit to Olin's EDI system an invoice which includes any applicable additional charges (EG freight charges) and taxes.
6. The invoice will be pulled in overnight and is posted to the PO based on PO number AND invoice line item number. If the PO number and invoice line item numbers on the invoice don't match the PO or if the PO funding is insufficient, the invoice will not be paid and returned through an exception notification to the supplier.
7. Olin will transmit a functional acknowledgment upon validation of invoice.
8. Any corrections/changes MUST be processed with additional EDI invoice transactions. This may require that the supplier transmit a credit to offset an incorrect invoice value.

NOTE: Contact your Olin Procurement representative for details.

INQUIRY SUBMISSION

To check on the status of an invoice or payment use one of the electronic options below:

Request Type	Region	Email Address
Accounts Payable	North America	OSN_AP_HELP_NAA@Olin.com
	Europe/Middle East/Africa/India (EMEAI)	OSN_AP_HELP@Olin.com

The option is available to email remittance advice following electronic payments. To set this up, an email should be sent from the supplier to [the applicable regional address above](#) providing the supplier name, remit to address, and the email to which the remittance advice should be sent.

For other non-status inquiries, an inquiry can be submitted. For a list of functional email boxes where an inquiry can be sent, please see Section 5 Appendix.

For all countries not listed, please consult with your local Accounts Payable organization.

IMPORTANT NOTE: When emailing your local Accounts Payable organization for assistance, please ensure the following:

1. Only the applicable recipient email address (e.g. OSN_AP_HELP_NAA@Olin.com) should be on the "To:" email line. The "Cc:" line can have as many email addresses as necessary.
2. The email "Subject" line can have no language related to forwarding or replying of an email. Therefore, please ensure the following are **not** in the "Subject" line:
 - a. FW:
 - b. RE:

A delayed response can result if the above requirements are not met.

APPENDIX

SUPPLIER INVOICE PROCESSING CENTERS

All invoices should be billed to the legal name and address on the purchase order.

However, invoices should be sent to the below functional mailboxes (for electronic invoices) or location (suppliers with approved exceptions for sending paper invoices), as applicable for processing.

Olin Region	Countries of Operations	Email Address (Electronic Invoice Submission by Country)	Mailing Address
North America	United States	OSN_AP_US@olin.com	Olin Corporation PO Box 696034 San Antonio, TX 78269 USA
	Canada	OSN_AP_CA@olin.com	
Europe/Middle East/Africa/India (EMEAI)	Belgium	OSN_AP_BE@olin.com	Blue Cube Belgium BVBA c/o – ISS DD - Belgium Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Denmark	OSN_AP_DK@olin.com	Blue Cube Denmark ApS c/o – ISS DD – Denmark ApS Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	France	OSN_AP_FR@olin.com	Blue Cube France SAS c/o – ISS DD - France SAS Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Germany	OSN_AP_DE@olin.com	Blue Cube Germany Assets GmbH & Co. KG c/o – ISS DD - Germany Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Germany	OSN_AP_DE@olin.com	Blue Cube Germany Productions GmbH & Co. KG c/o – ISS DD - Germany Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Italy	OSN_AP_IT@olin.com*	Blue Cube Chemicals Italy S.r.l. c/o – ISS DD – Italy S.r.l. Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	The Netherlands	OSN_AP_NL@olin.com	Blue Cube Netherlands B.V. c/o – ISS DD – Netherlands Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	The Netherlands	OSN_AP_NL@olin.com	Nedastra Holding B.V. c/o – ISS DD – Netherlands Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic

Europe/Middle East/Africa/India (EMEAI)	Poland	OSN_AP_PL@olin.com	Blue Cube Poland Sp.z.o.o. c/o – ISS DD – Poland Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	South Africa	OSN_AP_ZA@olin.com	Blue Cube Chemicals South Africa Proprietary Limited c/o – ISS DD – South Africa Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Spain	OSN_AP_ES@olin.com	Blue Cube Spain, S.L.U. c/o – ISS DD - Spain Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Switzerland	OSN_AP_CH@olin.com	BC Switzerland GmbH c/o – ISS DD - Switzerland Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	Turkey	OSN_AP_TR@olin.com**	Blue Cube Turkey Kimyasal Urunler Ltd Cevizli Mah. Mustafa Kemal Cad. Hukukçular Towers Sit. A Blok Apt. No: 66/A No:39 Kartal/Istanbul
	UAE	OSN_AP_AE@olin.com	Blue Cube Chemicals FZE c/o – ISS DD - FZE Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	U.K.	OSN_AP_UK@olin.com	Blue Cube Chemicals (UK) Limited c/o – ISS DD – UK Ltd Plynarni 1617/10, Prague 7,10,170 00 PO BOX 207 Czech Republic
	India	OSN_AP_IN@olin.com	Blue Cube Chemicals India Private Ltd Attn: ISS DD – India 24.53C Cybergate Tower 2, Pioneer St. Boni Mandaluyong City 1550 Metro Manila, Philippines
	Russia	Not applicable***	Blue Cube Rasha LLC, 5 bldg.1, Nizhniy Kislovsky per. Moscow 125009 Russia

** Italy Sistema di Interscambio (SdI) suppliers currently submitting invoices to the local portal, if local requirements are met, should continue with their current process.*

***Turkish Revenue Administration (TRA) system suppliers currently submitting invoices to the local portal, if local requirements are met, should continue with their current process.*

**** Electronic invoices for Russia should continue to use their current processes.*

PROCUREMENT AND ACCOUNTS PAYABLE CONTACT INFORMATION


Olin Supplier Network Information Portal (“OlinSN”) Functional Emails

Network Information Portal (“OlinSN”) Functional Emails

Type - Procurement	Email	Region
OlinSN -Ariba Portal	OSN AN Catalog@olin.com	ALL
OlinSN – AES/32	OSN AES NAA@Olin.com	North America Areas
OlinSN – AES/32	OSN AES HELP@Olin.com	Europe/Middle East/Africa/India
OlinSN – General Purchasing	OSN GEN NAA@olin.com	North America Areas
OlinSN – General Purchasing	OSN GEN EMEAI@olin.com	Europe/Middle East/Africa/India
OlinSN –Acct Payable	Email	Region
OlinSN – General AP HELP	OSN AP Help NAA@olin.com	North America Areas
OlinSN – General AP HELP	OSN AP HELP@olin.com	Europe/Middle East/Africa/India

INVOICE SAMPLE AND REQUIREMENTS

See page 6 for associated number detail

Olin Canada LLC (OCAP) PO Box 397 HALIFAX NS B3J 2X2 CANADA		Invoice			
Mail / Invoice to:		Ship To/Consignee:			
Customer PO No.	Shipping Date	Terms of Payment/Due Date	Invoice Date	Invoice Number	
Customer Reference No.	Transport Mode	Shipping Point	Order Number	Reference No.	
GST/GSTIN/CNPJ	TAX ID	Terms of Delivery	Internal Payer No.	VAT Sequential Number	
Item No.	Material Code And Description		Quantity	Unit Price	Amount
10					
Subtotal					
Subtotal					
US\$G147: No Tax Applies Because Seller is not Established US\$G147: No Tax Applies Because Seller is not Established US\$G146: No Tax Applies Because Seller is not Established US\$G146: No Tax Applies Because Seller is not Established			TAX %	Taxable Amount	Tax Amount
County Sales/Use					
County Sales/Use					
State Sales/Use					
State Sales/Use					
Total				CAD	
Shipping Marks Outbound 100					

Olin Canada ULC (OCAP)
PO Box 997
HALIFAX NS B3J 2X2
CANADA

*Invoice



Sold-To:

16

Remit To:

7

Remit to
CHECK PAYMENTS:
Blue Cube Operations LLC

ACH:
Blue Cube Operations LLC

WIRE:
Blue Cube Operations LLC

Please reference Invoice _____ on all payments / correspondence.
Payment is valid only if made in the invoicing currency and in accordance with
the above payment instructions.

PURCHASE ORDER SAMPLE



Purchase Order

Purchase Order Number

Revisiyn #11

Date: Mar/22/2018

Page 1 of 3

Reference Doc #

Glin's Purchase Order or Release Order MUST appear on all shipping, receiving, invoices and other related documents.

Vendor Address

Delivery Information

USA

Vendor Number

Account With Vendor:

VAT Number (if applicable)

1234567890

Payment Terms

Net days from invoice recipient.

Country of Origin

Germany

Company Address

Charleston

246807 Lower East River Road

Charleston, TN 372303

USA

Terms of Delivery

Term 1 (from PO Delivery Text)

Walter Dill Scott (1893-1987)

Ship via

Vendor Truck:

Unloading Point

Dock 17A

Recipient

Arthur Jackson

Total Value:

USD [REDACTED]

Information Tax exempt statement will be pulled from SO10 based on company code requirements

Inquires:

Delivery Inquiries number not confirmed) [REDACTED]

Buyer: [REDACTED]

Phone Number: [REDACTED]

Email (to be provided later). [REDACTED]

Olin General Terms & Conditions of Purchase for this purchase order are located in:

Olin General Terms & Conditions of Purchase for this purchase order and local Site safety regulations and environmental guidelines for contractors

are located in :

[REDACTED]
[REDACTED]
[REDACTED]

Any questions, please follow up with respective Olin Sourcing Manager.

NORTH AMERICA PAYMENT TERMS

In Olin's North America region (US and Canada), standard invoice payment terms and payment frequency have been instituted for all third-party suppliers. All Purchase Orders and related invoices received by our company and its North America subsidiaries from your business will be subject to these terms and processes.

Payment disbursements in North America will be made on a standard twice-monthly schedule on the 1st and 16th of each month unless otherwise required by law or contractual agreement.

As a reminder, Olin's existing North America Supplier Terms and Conditions also specify that payment terms will begin on the latter of the invoice receipt date or the goods receipt date. To ensure timely processing and payment, invoices should comply with all requirements stated in the Olin supplier agreement. Non-compliance could result in the rejection of invoices and delay payment. **Additionally, utilizing electronic invoicing is another method that can help ensure supplier invoices are more promptly received and processed for payment.**

If you have questions about the status of your invoice, missing payments, payment remittance, etc., please contact our Accounts Payable team at OSN_AP_HELP_NAA@Olin.com.