



NORTH AMERICA SUPPLIER INVOICE REQUIREMENTS

Saint-Gobain North America has established standard invoice requirements as stated in our Supplier Invoice Policy. These requirements must be adhered to for each supplier invoice and credit memo. Failure to provide a supplier invoice in accordance with these requirements and the Invoice Submission Requirements will delay processing of the invoice or may result in the invoice being rejected.

All invoices and credit memos must include:

- Supplier legal name or DBA per Form W-9 (US only) and full address
- Invoice date, unique invoice number, and (if applicable) identify as a credit memo
- Legal entity name for Saint-Gobain entity being invoiced (identified as Sold-To)
- "Ship-to" address including 9-digit zip where goods were delivered or services performed
- A valid Saint-Gobain purchase order (PO) number - one PO number per invoice
- For non-PO invoices, the name of the Saint-Gobain employee requesting the goods or services
- Your payment remittance address (please include electronic payment details, if applicable)

Other requirements:

- Quantity, price per unit and Unit of Measure (UOM) as stated on the PO
- Material or service description
- Saint-Gobain part number (if applicable)
- Full PO line number, per the Saint-Gobain PO
- For product deliveries, each invoice must include a Bill of Lading Number or Packing List Number in order to facilitate matching the invoice to the receipt
- Line item total
- A breakdown of miscellaneous charges such as freight, surcharges, taxes, etc.
- Total invoice amount and invoice currency

Questions regarding purchase orders, materials, services, pricing, quantities, delivery requirements, or terms and conditions of purchase should be directed to your Purchasing contact.