

Determine DuPont Legal Entity and Corresponding Invoicing Address

Step 1. Open a DuPont Purchase Order (PO).

- Depending on PO format, you will see guidance to visit the 'submitting your invoice' website in the **PO comments section** or the **invoicing address box**: <https://www.dupont.com/supplier-center/submitting-your-invoice.html>

Most common PO format:

Purchase Order			
DDP SP EM US, LLC DDP Specialty Electronic Materials US, LLC 974 Centre Road, Building 730, WILMINGTON, DE 19805	Purchase Order No.	PO Date: NOV/24/2020	Validity Start: N/A
	Rev#	Rev Date	Validity End: N/A
Currency: USD	Ref.Doc No:	VAT Number:	Page: 1 / 4
Payment Terms: NET 30			
Vendor Address:	Vendor Number:	Transport Mode	
		Terms of Delivery PPA Fr Prepaid & Add Receiving Location	
Invoicing Address:	Delivery Address: DDP SP EM US East Chicago East Chicago PA Fluids Wise 401 West 44th Street EAST CHICAGO IN 46312 UNITED STATES		Delivery Instruction
<p>THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LANDING, SHIPPING DOCUMENTS AND CORRESPONDENCE.</p> <p>ORDER CONFIRMATIONS - We require our suppliers to confirm all material Purchase Orders delivery dates and quantities within 24 hours for non-overseas shipments, or within five (5) days for overseas shipments. For Raw Materials, reach out to your supply chain contact. All other non-raw material orders confirmation contacts can be found in the DuPont Supplier Center.</p> <p>Consult the DuPont Supplier Center: https://www.dupont.com/supplier-center.html, for information on all the following topics, and more: • TERMS & CONDITIONS - This Purchase Order is subject to the terms and conditions found on the DuPont Supplier Center Portal • SUBMITTING YOUR INVOICE - Critical guidance to facilitate payments and prevent invoice rejections • CONTACT US - How to reach Procurement and Accounts Payables, in case of questions</p> <p>This Order is expressly limited to the terms and conditions contained in the provisions of this Order and any existing written and properly executed purchase contract for the named product or service between the parties. The terms of the property executed</p>			
<p>Tax Information For US State Use & Sales Tax Guidelines, please send an email to Accounts Payable referencing your PO# and State of taxation. Contact information can be found at: https://www.dupont.com/supplier-center.html (Submitting your invoice)</p>			
Refer Qty and Del.Date questions to:		Refer all other questions/inquiries to:	
Contact Name:		Buyer Name:	NA RAW MATRL
Phone Number:		Phone Number:	
Fax Number:		Fax Number:	
Email:		Email:	NA.EM.DIRECT@dupont.com
Signature:			



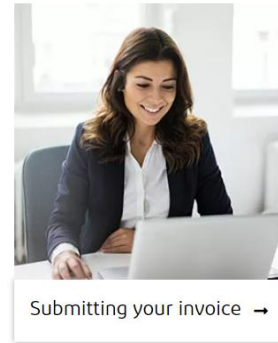
Note: As of November 2020, the majority of DuPont POs do **not** have an invoicing address listed.

Second PO Format:

Purchase Order			
DDP SP EM US, LLC DDP Specialty Electronic Materials US, LLC 974 Centre Road, Building 730, WILMINGTON, DE 19805	Purchase Order No.	PO Date: JAN/20/2021	Validity Start: N/A
	Rev#	Rev Date	Validity End: N/A
Currency: USD	Ref.Doc No:	VAT Number:	Page: 1 / 4
Payment Terms: 30 DAYS AFTER DATE OF INVOICE			
Vendor Address:	Vendor Number:	Transport Mode	
		Terms of Delivery COL Freight Collect COLLECT APPL 800-554-8662	
Invoicing Address: THIS IS A BULK ORDER, PLEASE DO NOT SEND ANY INVOICE. ACCOUNTS PAYABLE CONTACT INFORMATION: Invoicing requirements: https://www.dupont.com/supplier-center.html (SUBMITTING YOUR INVOICE)	Delivery Address: DDP SP EM US CHANNABEN CHANNABEN JOLJET STYROFOAM 2355 S PORTAGE RD W CHANNABEN IL 60410-5288 UNITED STATES		Delivery Instruction
<p>THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LANDING, SHIPPING DOCUMENTS AND CORRESPONDENCE.</p> <p>ORDER CONFIRMATIONS - We require our suppliers to confirm all material Purchase Orders delivery dates and quantities within 24 hours for non-overseas shipments, or within five (5) days for overseas shipments. For Raw Materials, reach out to your supply chain contact. All other non-raw material orders confirmation contacts can be found in the DuPont Supplier Center.</p> <p>Consult the DuPont Supplier Center: https://www.dupont.com/supplier-center.html, for information on all the following topics, and more: • TERMS & CONDITIONS - This Purchase Order is subject to the terms and conditions found on the DuPont Supplier Center Portal • SUBMITTING YOUR INVOICE - Critical guidance to facilitate payments and prevent invoice rejections • CONTACT US - How to reach Procurement and Accounts Payables, in case of questions</p> <p>***** ## Attention - CUSTOMER SERVICE ## ## PHONE: 819-924-9099 ##</p>			
<p>Tax Information For US State Use & Sales Tax Guidelines, please send an email to Accounts Payable referencing your PO# and State of taxation. Contact information can be found at: https://www.dupont.com/supplier-center.html (Submitting your invoice)</p>			
Refer Qty and Del.Date questions to:		Refer all other questions/inquiries to:	
Contact Name:		Buyer Name:	NA EXT MFG
Phone Number:		Phone Number:	909-636-5409
Fax Number:		Fax Number:	N/A
Email:		Email:	NA.EM.DIRECT@dupont.com
Signature:			

Step 2. From **Supplier Center** home page (<https://www.dupont.com/supplier-center.html>) click on the **submitting your invoice** link (<https://www.dupont.com/supplier-center/submitting-your-invoice.html>)

Quick links



Step 3. On the **Submitting your invoice** page, click **'List of Dupont legal entities...'** link to open the excel file containing all DuPont legal entity names and associated invoicing information.

Contact Us

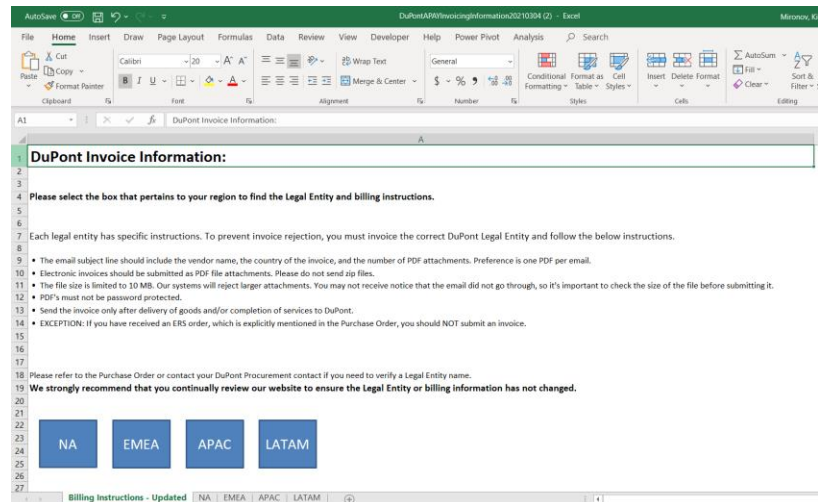
Information on how to contact our Accounts Payable teams can be found in the link below and is specific by Legal Entity. Please remember to revisit the site for updates to Legal Entities and billing information.

[List of DuPont legal entities, including detailed electronic invoicing information and Accounts Payable contact information \(file download\).](#)



Note:

- The excel file is updated periodically; The date of the last file update is listed in the file name, e.g. 'DuPontAPAYInvoicingInformation20210304.xlsx'
- The file is divided into 4 tabs based on DuPont legal entity region: **NA** (North America), **EMEA** (Europe, Middle East, Africa), **APAC** (Asia-Pacific), **LATAM** (Latin America)



Step 4: Locate the **legal entity name & address** listed at the top of the DuPont PO.

Step 5: Copy the **legal entity name** entirely and **exactly** as it appears on the PO, e.g. “DDP Speciality Electronic Material US, LLC”

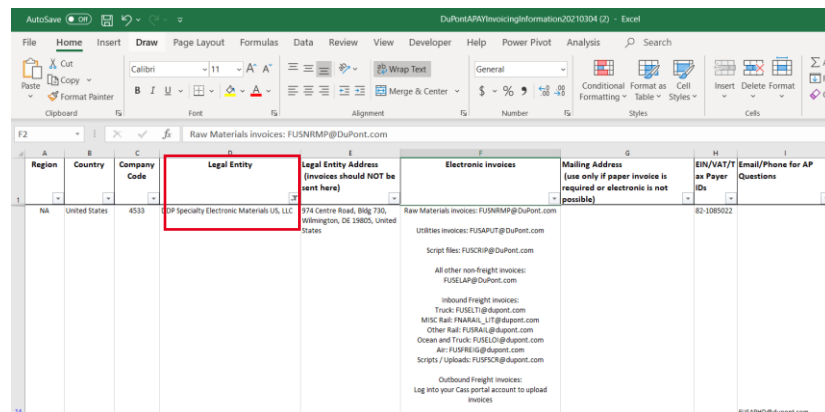


Note: There are several legal entities with similar names, so it is crucial to copy the legal entity name **exactly** as it appears on the PO, **including 'LLC'**.

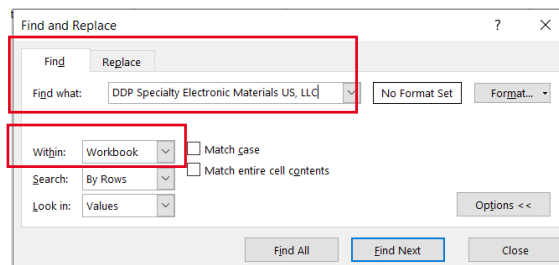
Region	Country	Company Code	Legal Entity
NA	United States	4517	DDP Specialty Electronic Materials US 1, LLC
NA	United States	4524	DDP Specialty Electronic Materials US 5, LLC
NA	United States	4525	DDP Specialty Electronic Materials US 8, LLC
NA	United States	4533	DDP Specialty Electronic Materials US, LLC
NA	United States	4539	DDP Specialty Electronic Materials US DCOMCO, Inc.
NA	United States	4540	DDP Specialty Electronic Materials US 9, LLC

Purchase Order			
DDP SP EM US, LLC DDP Specialty Electronic Materials US, LLC 974 Centre Road, Building 730, WILMINGTON, DE 19805	Purchase Order No. Rev#	PO Date: NOV/24/2020	Validity Start: N/A
Currency: USD	Ref Doc No.:	VAT Number:	Page: 1 / 4
Payment Terms: NET 30			
Vendor Address:	Vendor Number:	Transport Mode	
Invoicing Address:	Delivery Address: DDP SP EM US East Chicago East Chicago DA Fluids Wise 1401 West 45th Street EAST CHICAGO, IN 46312 UNITED STATES	Terms of Delivery PPA Fri Prepaid & Add Receiving Location	
Delivery Instruction			
<p>THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LANDING, SHIPPING DOCUMENTS AND CORRESPONDENCE.</p> <p>ORDER CONFIRMATIONS - We require our suppliers to confirm all material Purchase Orders delivery dates and quantities within 24 hours for non-overseas shipments, or within five (5) days for overseas shipments. For Raw Materials, reach out to your supply chain contact. All other non-raw material orders confirmation contacts can be found in the DuPont Supplier Center.</p> <p>Consult the DuPont Supplier Center: https://www.dupont.com/supplier-center.html, for information on all the following topics, and more: <ul style="list-style-type: none"> • TERMS & CONDITIONS - This Purchase Order is subject to the terms and conditions found on the DuPont Supplier Center Portal • SUBMITTING YOUR INVOICE - Critical guidance to facilitate payments and prevent invoice rejections • CONTACT US - How to reach Procurement and Accounts Payables, in case of questions This Order is expressly limited to the terms and conditions contained in the provisions of this Order and any existing written and properly executed purchase contract for the named product or service between the parties. The terms of the property executed.</p>			
<p>Tax Information For US State Use & Sales Tax Guidelines, please send an email to Accounts Payable referencing your PO# and State of taxation. Contact information can be found at: https://www.dupont.com/supplier-center.html (Substituting your invoice)</p>			
<p>Refer Qty and Del Date questions to: Contact Name: Phone Number: Fax Number: Email:</p>		<p>Refer all other questions/inquiries to: Buyer Name: NAKAWMATHL Phone Number: Fax Number: Email: NAKAWMATHL@dupont.com</p>	
Signature:			

Step 6: Go back to the excel sheet & navigate to the corresponding region tab (e.g. “North America”). Paste the legal entity name into the filter on **legal entity column (column D)**, and hit **enter** to filter.



Note: Alternatively, hit **Ctrl+F** to open up the search menu in excel. Copy/Paste the entity name **exactly** as it appears on the DuPont PO, and change the search prompt to **Within: Workbook**.



Step 7: The file provides the **legal entity address**, **electronic invoices** submittal information, **mailing address** for paper invoices (to be used only if the DuPont entity or the supplier is unable to accept electronic invoices), **EIT/VAT/Tax ID** and **contact information for AP Questions**.

Region	Country	Company Code	Legal Entity	Legal Entity Address (Invoices should NOT be sent here)	Electronic Invoices	Mailing Address (Use only if paper invoice is required or electronic is not possible)	EIN/VAT/Tax Payer IDs	Email/Phone for AP Questions
NA	United States	4333	DOP Specialty Electronic Materials US, LLC	974 Centro Road, Bldg 730, Wilmington, DE 19805, United States	Raw Materials Invoices: FUS3RMAP@DuPont.com Utilities Invoices: FUSAPUT@DuPont.com Script files: FUSCRIP@DuPont.com All other non-freight Invoices: FUSLEAP@DuPont.com Inbound Freight Invoices: Truck: FUSLIT@DuPont.com MISC Rail: FUSRAIL@DuPont.com Other Rail: FUSRAIL@DuPont.com Ocean and Truck: FUSLUD@DuPont.com Air: FUSREIG@DuPont.com Scripts / Uploads: FUS3SCR@DuPont.com Outbound Freight Invoices: Log into your Cap portal account to upload invoices		43-1085023	FUSAPHC@dupont.com



Note:

- Electronic Invoices are the preferred method for DuPont Accounts Payable processing & payments.
- Paper invoices should **only** be used if the site or the supplier cannot otherwise process an electronic invoice.
- DuPont requirements for submitting electronic invoices can be found on the main tab of the excel file or directly on the **submitting your invoice** webpage (<https://www.dupont.com/supplier-center/submitting-your-invoice.html>)

DuPont Invoice Information:

Please select the box that pertains to your region to find the Legal Entity and billing instructions.

Each legal entity has specific instructions. To prevent invoice rejection, you must invoice the correct DuPont Legal Entity and follow the below instructions.

- The email subject line should include the vendor name, the country of the invoice, and the number of PDF attachments. Preference is one PDF per email.
- Electronic invoices should be submitted as PDF file attachments. Please do not send zip files.
- The file size is limited to 10 MB. Our systems will reject larger attachments. You may not receive notice that the email did not go through, so it's important to check the size of the file before submitting it.
- PDF's must not be password protected.
- Send the invoice only after delivery of goods and/or completion of services to DuPont.
- EXCEPTION: If you have received an ERS order, which is explicitly mentioned in the Purchase Order, you should NOT submit an invoice.

Please refer to the Purchase Order or contact your DuPont Procurement contact if you need to verify a Legal Entity name.

We strongly recommend that you continually review our website to ensure the Legal Entity or billing information has not changed.

NA

EMEA

APAC

LATAM