



Hexion Inc.  
180 East Broad Street  
Columbus, OH 43215  
hexion.com

## - Carrier Notification - Carrier Invoice Standard Requirements

Dear Carrier,

Hexion Inc. (“Hexion”) is dedicated to implementing strategic improvements in the management of our vendor accounts, allowing us to provide the benefit of more consistent, on-time payments to Carriers. To drive this improvement, it is imperative that we partner with our Carriers to receive and process invoices in the most effective manner. The information detailed below provides the standard invoice requirements and submission guidelines for logistics services provided to Hexion Inc. Please review and share this information with all personnel involved in customer invoicing to ensure that your billing systems are updated accordingly.

### General Policies:

- Failure to provide accurate and complete invoice detail as outlined in this document may result in payment issues and delays, including rejected or returned invoices.
- All Inbound, freight forwarder, customs broker bills and Import/Export invoices are processed and paid by Hexion Inc.
- All Outbound and Stock Transfer invoices are processed and paid by CASS information systems, our third party payer; Fuel Surcharges (FSC) and washouts (with prior written approval of Commodity Manager) can be included as standard charges with the line haul.
- With the exception of outbound shipments, all standard freight movements will have an associated Hexion purchase order (PO) number that must be referenced on the invoice along with the line item number.
- All non-standard freight charges (detention, demurrage, steaming, border fees, spotting, tank wash, etc.) are required to be submitted with a Hexion Authorized Accessorial form signed by an authorized Hexion plant representative.

### Freight Invoice Submission Guidelines for **Inbound, Freight Forwarder, Customs Broker Bills and Import/Export:**

- Hexion locations will be listed as the consignee or ship to for all inbound orders.
- All original invoices with supporting documentation should be submitted to [FreightInvoiceUS@hexion.com](mailto:FreightInvoiceUS@hexion.com)

- All invoices should be submitted only once. Sending duplicate copies of invoices will result in payment issues and delay.
- Invoice images must be submitted in either the PDF (preferred) or TIFF format
- Invoice images together with supporting documentation must be submitted as a separate and unique file (i.e. one invoice with documentation per one file.) Multiple attachments per email is acceptable.
- Invoices should be machine-printed and should not include hand-written or manual alterations
- Credit memos should clearly state "CREDIT MEMO"
- Email size cannot exceed 10 megabytes
- All inquiries, including account statement submission should be sent to AccountsPayable@Hexion.com

**Freight Invoice Submission Guidelines for Outbound and Stock Transfer:**

- Hexion locations will be listed as the shipper for all outbound orders and will be both the shipper and consignee for Stock Transfer orders.
- All Outbound and Stock Transfer freight invoices are to be billed and submitted to CASS information Systems to the following address:  
Hexion Inc.  
C/O CASS Information Systems  
PO Box 182038  
Columbus, OH 43218-2038
- All Invoices are required to have a machine-printed Bill of Lading attached as supporting documentation.
- Invoices without a valid bill of lading, including hand written bills of ladings, third party billings and samples must be submitted to FreightInvoiceUS@hexion.com.
- For Inquiry support, contact CASS by phone 1-314-506-5959 or send an email to Hexion Accounts Payable at AccountsPayable@hexion.com

**Carrier Invoice Requirements:**

The following detail is the minimum required on all invoices:

1. Carrier company name and address
2. Unique invoice number

3. Invoice date
4. Hexion Bill To address
5. Shipper address where goods or services originated
6. Ship To address where goods were delivered or services performed
7. Valid Hexion Purchase Order number and line item number (Ex: 4501234567 - 10)
8. Valid Hexion 8-digit Bill of Lading, if applicable (Ex: 82641134)
9. Invoice currency as listed on the Purchase Order
10. Carrier remittance address or banking instructions

Carrier Recommended Fields:

11. Federal Tax Identification number
12. Valid company Phone Number
13. Valid company Email address
14. Company Web address

If you have any questions or concerns, please contact Accounts Payable by phone at 888-524-8800 Opt 3 or email to [AccountsPayable@Hexion.com](mailto:AccountsPayable@Hexion.com)

Sincerely,

Hexion Accounts Payable Team



Sample Bill of Lading

STRAIGHT BILL OF LADING-SHORT FORM-Original Not Negotiable  
 RECEIVED: subject to the classification and tariffs in effect on the date of the issue of this Bill of Lading, the property described below in  
 apparent good order except as noted (contents and condition of contents of packages unknown) marked, consigned and destined as indicated  
 below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the  
 property under the contract) agrees to carry to the usual place of delivery of said destination, if on its route, otherwise to deliver to another  
 carrier on the route to said destination. It is mutually agreed as to each carrier of all or any portion of said property over all or any portion of said route  
 to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be  
 subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official Southern, Western and Illinois  
 Freight Classifications in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or  
 tariff if this is a motor carrier shipment.  
 Shipper hereby certifies that he is familiar with all the terms and conditions of the said Bill of Lading, including those on the back  
 thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby  
 agreed to by the shipper and accepted for himself and his assigns.

HEXION



Bill of Lading Number

SHIPPER'S NO. 85857195

SCHEDULED SHIP DATE	05/24/2016	
FREIGHT TYPE	10	SITE
CUSTOMER	50848	O.T. OR
CUSTOMER ORDER NUMBER	570347B	
SG	PLANT 072	
CG	ORDER # 3798687	

Hexion Inc. FOREST PRODUCTS DIVISION  
 CONSIGNEE TO DESTINATION DELIVERY ADDRESS\* ZIP CODE 29512  
 ROUTE  
 DELIVERING CARRIER VEHICLE/ CAR INT. & NO TWT 526

No. PKGS	KIND	H M	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	TARIFF CODE
1	T/T		NOT REGULATED FOR TRANSPORT	Net: 48700 LB	

Page 1 of 2  
 The agreed or declared value of the property is hereby specifically stated to be not exceeding \$ Per Lb.  
 Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor shall sign the following statement: The carrier shall not make delivery of the shipment without payment of freight and all other lawful charges, per Hexion Inc. (Signature of Consignor)

Inco Terms  
 If charges are to be prepaid write or stamp here "to be Prepaid".  
 PPA ORG - FAYETTEVILLE NC  
 COD AMOUNT

FOR CHEMICAL EMERGENCY  
 SPILL, LEAK, FIRE, EXPOSURE, OR ACCIDENT  
 CALL CHEMTREC, DAY OR NIGHT  
 CHEMTREC CUSTOMER NUMBER: CCR 18761  
 800-424-9300  
 Hexion Inc.  
 c/o CASS Information Systems  
 P.O. Box 182038  
 Columbus, OH 43218 - 2038  
 Bill to address  
 All charges must be billed at one time and assigned one pro number  
 Gross Wt: 48700 LB  
 Eastern Weighing & Inspection Bureau  
 Southern Weighing & Inspection Bureau  
 Trans-Continental Freight Bureau  
 Western Weighing & Inspection Bureau  
 Hexion Inc.

THIS SHIPMENT IS CORRECTLY DESCRIBED, CORRECT WEIGHT IS 48700 LB Subject to Verification by ->  
 Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. - 14706(c)(1)(A) and (B). Commodities requiring special or additional care or attention in handling or storing must be packaged as to ensure safe transportation with ordinary care. See Sec 2(e) of NMFC item 360. The Fibre Boxes, Barrels, Drums, Pails, Tubs, Paper Bags of Fiberboard Covered Vessel classes used for this shipment conform to the specifications set forth in the maker's certificate thereon, and all other requirements of Rule 49 or 41 of the Consolidated or Uniform Freight Classifications or Classification Applicable.  
 This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Hexion Inc.  
 PER *[Signature]* CARRIER'S AGENT, PER *[Signature]*  
 PERMANENT POST OFFICE ADDRESS OF SHIPPER: 1411 INDUSTRIAL DRIVE FAYETTEVILLE NC 28301