

LANXESS Requirements For Carrier Invoices

1. **Invoices for outbound prepaid and inbound collect shipments are to be sent to:**

- a. CT Logistics, PO Box 30382, Cleveland, Oh 44130.
 - i. **The Lanxess Company name MUST appear on all invoices (EDI and paper invoices).**
A copy of the bill of lading or shipping order should be attached to all paper invoices that identify important Lanxess reference numbers.
- b. Invoices should **NOT** be sent to **Lanxess Corporation**, Pittsburgh, PA, unless a special invoicing arrangement is already in place such as with ISO Tank Container movements.
- c. Only **One** invoice should be submitted for payment, i.e., either EDI (electronic) or paper (hard copy). It is not acceptable to send both an EDI freight bill and an exact duplicate paper hard copy invoice. Since Lanxess is charged for all transactions processed by CTL, Lanxess will charge back duplicate handling costs to carriers who do not follow this requirement.

2. **Statements of account:**

- a. Monthly statements of your account for **Lanxess** should be sent via e-mail to the applicable Freight Payment contact or to Lanxess Corporation, 111 RIDC Park West Drive, Pittsburgh, PA 15275, Freight Payment Department
- b. Carriers are encouraged to follow-up on open receivables directly with CT Logistics in Cleveland, as outlined below under past-due notices.

3. **Presentation of original invoices by carriers.**

a. Outbound Prepaid Invoices:

i. **EDI** – See attached Appendix A for details.

"Preferred" method of submitting your invoices. Contact the CT Logistics Lanxess Team (216-267-2000) for specific details on EDI invoice transmissions. All EDI invoices must contain a Lanxess 10 digit Shipping Unit number (add 2 leading zeros to the 8 digit bill of lading number) **(004XXXXXXXX)** for outbound freight. No dashes please.

1. If a Shipping Unit number is not available, the invoice must be presented by paper hard copy along with supporting documents.
2. Line Haul charges and all accessorial charges must be separated individually on the freight invoice.
 - a. All accessories must be identified by proper EDI code. If using your own form of codes, Lanxess and CTL must be provided with a copy of your codes and descriptions for mapping purposes.
 - b. EDI is **NOT** acceptable for the following accessories: Demurrage; Detention; Cleaning or Tank Washing; Layover Charge; Same Day Pickup & Delivery; Repairs; Maintenance; Storage; Spotting; Switching; Cancelled Load; Truck Ordered & Not Used; Deadhead charges.
 - i. Above accessorial charges must be billed via paper hard copy along with supporting documentation.
 - c. On outbound prepaid shipments, all accessories incurred at the consignee's site or charges for services requested by the consignee, should be billed direct to the consignee and not to Lanxess.
 - d. EDI is not acceptable for any expedited shipments.

ii. **Paper Hard Copy must be submitted if any of the following apply:**

1. If you cannot send invoices via EDI, or there is no appropriate Lanxess Reference number available. See Appendix A for appropriate Lanxess reference numbers.
2. Accessories including those listed above which are excluded from EDI.
 - a. All accessories must be separated and identified and supported by documents attached to the invoice.

iii. On prepaid outbound shipments, all accessories incurred at the consignee's site or charges for services requested by the consignee, should be billed direct to the consignee and not Lanxess.

b. Inbound Collect Invoices:

- i. All inbound invoices must be billed by paper hard copy and must reference the 9 digit (27XXXXXXXX) Lanxess Purchase Order number.
- ii. For **BDP/PANALPINA, Import Brokers**, the GR (10 digit) number must be listed on the invoice. Example: 99XXXXXXXX and must be noted as the GR number.
- iii. All line haul and accessories must be segregated and clearly defined on each invoice.



- iv. Supporting documentation and copy of the shipper's bill of lading or freight payment copy must be attached to each invoice to support identification and freight payment.
- c. Outbound Collect & Inbound Prepaid Invoices:
 - i. Invoices for these types of shipments should be billed to either the **consignee** when **Outbound collect** or the **shipper** when **Inbound Prepaid**. Lanxess is not responsible for these payments.
 - ii. Lanxess will only accept invoices on these types of shipments for charges that are incurred at the Lanxess loading facility and directly attributable to a Lanxess action or advance agreement. The Lanxess contact person who authorized that these charges be invoiced to Lanxess must be identified on the backup detail. Otherwise receipt of these types of invoices will be rejected.

4. **Balance-Due Invoices.**

- a. All balance-dues must be thoroughly reviewed by the carrier prior to submission to CT Logistics (CTL). Balance-dues should **NOT** be sent to Lanxess Freight Payables in Pittsburgh, PA.
 - i. CTL provides information on their website indicating the reason for short remitting on an invoice. All carriers are urged to review these reasons prior to sending in a balance-due invoice.
- b. All balance-dues must be supported with documentation indicating full tariff or contract authority for the rate being charged as well as the miles used for assessing rates, if applicable.
 - i. If a particular type of equipment used to transport the load is resulting in additional charges, then this must be indicated on the balance-due invoice. Examples are: Multi-compartment trailer; ISO Tank; Dedicated Trailer; Reefer Trailer; Intermodal service vs. OTR; etc.
 - ii. Balance-due invoices should be invoiced using the same original invoice number and Lanxess reference number as the original invoice. All balance-due invoices should clearly indicate **Bal-Due** on each BD invoice submitted.
 - iii. Balance-due amounts will not be paid without presentation of a balance-due invoice to CT Logistics.
- c. If there is a corrected invoice to a previously submitted invoice, it must be submitted as a balance due for the additional amount owed. If it is not, it will be rejected as a duplicate invoice already paid.

5. **Past-Due Notices:**

- a. All past-due notices and follow-up should be directed to CT Logistics at the address shown above. This applies to all types of invoices including EDI.
- b. Carriers should verify the present status of their invoices through access of the CT Logistics freight bill inquiry application on CTL's website <http://www.ctlogistics.com>.

- c. If assistance with this site is needed, please contact CT Logistics at 216-267-2000, and request to speak to a Lanxess Team 9 member.



- d. Telephone or fax inquiry regarding past-due invoices should not be directed to Lanxess Pittsburgh Freight Payables Department. All past-due inquiries should be made directly to CT Logistics at the above number. A 10-person team is there to assist you.
- e. If CT Logistics does not respond to past-due inquiries in a timely manner, then the Lanxess Pittsburgh Freight Payables Department is to be notified at the address under Item 1.b for Lanxess Corporation above or fax number 412-809-1561.

6. Rejected Invoices by CT Logistics:

- a. The carrier is required to research invoices identified on the CTL check as being rejected with payment amount equal to zero.
- b. Information on these types of invoices can be obtained from the CT Logistics website <http://www.ctlogistics.com>. By conducting an invoice inquiry through **Bayer/Lanxess Real Time Freight Payment Inquiry**, the carrier can determine the reason for invoice rejection if sufficient information is not provided on the check stub itself.

7. Web Site Notices:

- a. Invoices returned to carriers from CTL via the website must be responded to by the carrier as soon as possible after receipt. If you are not set up on Web Res, please contact CT Logistics.
- b. Either CT or Lanxess may be requesting pertinent information relative to the freight bill in order to continue the payment process. The invoice cannot be further processed until a response is received back electronically from the carrier via the web process.

8. Refunds For Overpayment or Incorrect Payments by CT Logistics:

- a. If Lanxess is due a refund for overpayment or incorrect payment made by CT Logistics, the applicable refund check is to be made out to Lanxess Corporation, and sent to CT Logistics, PO Box 30382, Cleveland, OH 44130. The reason for the carrier refund to Lanxess needs to be identified on the check, along with the invoice number and/or document number which was overpaid, etc.

9. Mailing of Invoices and Past-Dues to CT Logistics:

- a. Carriers are encouraged to maintain adequate mailing or shipping documentation to substantiate that invoices or copies have been sent for processing in order to trace whereabouts of package(s) if not received at Lanxess Corporation's 3rd party freight payment service.
- b. If invoices sent to CT Logistics are not visible on CT Logistics web site within one week of the estimated receipt date at CT Logistics, carriers are to notify CT Logistics or Lanxess Freight Payments, as identified under Item 5 – Past-Due Notices above.

APPENDIX A
EDI CARRIER INSTRUCTIONS

Carrier EDI transmissions are to be separated by company as follows:

Lanxess - Receiver ID LANXES:

- 27 _____ - Purchase Order numbers - 9 digits, **inbound**
- 004 _____ - Shipping unit numbers (2 leading zeros added) - 10 digits, **outbound**
- 99 _____ - Goods Receipt numbers - 10 digits, inbound
- 99 _____ - Imports Purchase Order numbers - 10 digits, inbound
- 800 _____ - Sales Order/Shipping Unit delivery numbers - 10 digits, outbound
- 2009 _____ - Purchase Order delivery numbers - 10 digits, inbound
- 3 to 10 digit numbers – Sales Order doc numbers, outbound
- 840 _____ - Return Goods numbers – 8 digits, inbound

