

Alcoa Invoicing Requirements

Invoice processing and matching are electronic within Alcoa. To enable issue free processing, you are requested to send invoices that meet the following criteria. Compliance with these requirements below will ensure that your invoice is processed and matched timely and therefore paid on time. Non-compliance with these requirements may result in delayed payments.

1. Please generate your invoice with a good quality printer and avoid hand written invoices.
2. Supplier name on the invoice has to match the supplier name on the corresponding Alcoa purchase order. If there is any difference between the supplier name shown on the purchase order and the correct name of your company, please send a modification request to the Buyer and ask for a correct purchase order.
3. Please indicate the full Alcoa Purchase Order (PO) number or the Blanket release number **on first page** of the invoice. E.g. 1034321AR line: 1-3, or in case of a blanket purchase agreement (stock item supply contract) 1030112-release 2.-line 23.
4. For PO number please contact your Alcoa Buyer/Requestor. If PO number does not exist, the name of the Alcoa person ordering your goods/services should be indicated on the invoice.
5. Separate invoices should be submitted for each Purchase Order /Blanket Release received. Each individual line on the invoice should contain the line number of the Purchase Order/Release Number to which it relates.
6. Each invoice should contain only one (1) Alcoa purchase order number (according to the relevant Delivery Note that is the basis of receipt). Separate Delivery Notes and invoices, containing always one (1) item are required when more than one PO is delivered simultaneously.
7. Terms on the invoice should match the Alcoa Purchase Order's terms. If there is any difference, please send a modification request to the Buyer and ask for a correct purchase order.
8. The invoice should show only the net, discounted price/amount. (Do not show the original price and the discount separately).
9. The invoice should show only the costs/expenditures that are included in the original purchase order. All invoices including items not listed on the PO will be placed on hold and will not be approved for payment without authorization from the buyer.

10. Data of goods/services covered by the invoice shall match those on the Purchase order. This applies particularly to the currency, unit of measurement and description of products/services.
11. Please provide accurate bank information. Should any changes in your bank data occur please send a formal communication to the Buyer that includes the new bank information where the transfer is requested (A sticker on the invoice is not sufficient).
12. Any invoice is to be issued only after the delivery of goods/services. Delivery of services is to be confirmed by the relevant Alcoa individual with a Final Job Sheet. The invoice should be issued based on this document.
13. Alcoa pays invoices based on a pre-agreed schedule trough the week. Supplier's invoice will be paid either on the first payment day after the due date or on the closest payment date prior to the due date . Special payments dates are exceptions. Payments arriving at your bank account after the due date because of these reasons are not considered as late payments. The payment arrangement can only be changed by specific agreement with the supplier.
14. Where there is a down payment required prior to delivery, a separate invoice should be raised for the down payment.
15. As it is an EU requirement, please indicate the customs tariff number and the net weight of the delivered goods on the invoice.
16. Please indicate the name of the appropriate entity as well on the invoice. E.g. Alcoa Inespal SA has 3 entities: Avilés, La Coruna or Madrid.

INVOICE TO BE ADDRESSED TO

Invoice shall be addressed to the correct ordering Alcoa Legal Entity Name as stated on the purchase order. (Due to Tax Compliance reasons invoices issued for an incorrect Alcoa company can not be processed and will be returned unpaid in every case.)

MAILING ADDRESS

Invoices have to be mailed to the address below and indicate the proper PO Box of the Alcoa Legal Entity Name placing the order in all cases to simplify identification!

| Country | INVOICE TO BE ADDRESSED TO | MAILING ADDRESS |
|----------------|---|--|
| ES | ALCOA INESPAL SA Edificio Torre Europa Paseo de la Castellana, 95-8ª Planta 28046 Madrid Madrid ESA28000164 | Alcoa Kofem Kft. (AIN) 8050 Szekesfehervar, Pf. 440. Hungria |
| ES | ALUMINA ESPAÑOLA S.A. Fábrica de San Ciprián 27890 San Ciprián Lugo ESA36006278 | Alcoa Kofem Kft. (ALA) 8050 Szekesfehervar, Pf. 440. Hungria |
| ES | ALUMINIO ESPANOL SA Fábrica de San Ciprián 27890 San Ciprián Lugo ESA36006260 | Alcoa Kofem Kft. (ALO) 8050 Szekesfehervar, Pf. 440. Hungria |
| ES | KAWNEER ESPANA SL Poligono Akaborro 31860 Irurtzun Navarra ESB31025875 | Alcoa Kofem Kft. (AAN) 8050 Szekesfehervar, Pf. 440. Hungria |
| ES | ALCOA TRANSFORMACION DE PRODUCTOS SL Avenida de Elche, 109 03008 Alicante ESB83727255 | Alcoa Kofem Kft. (ATP) 8050 Szekesfehervar, Pf. 440. Hungria |
| ES | ALCOA INVERSIONES ESPANA Edificio Torre Europa Paseo de la Castellana, 95-8ª Planta 28046 Madrid Madrid ESB80543259 | Alcoa Kofem Kft. (AIE) 8050 Szekesfehervar, Pf. 440. Hungria |

| Country | INVOICE TO BE ADDRESSED TO | MAILING ADDRESS |
|----------------|---|--|
| ES | ALCOA TRANSFORMACION DE PRODUCTOS SL Ctra. San Sebastian - Bilbao, KM. 89.7 48340 Amorebieta Vizcaya ESB83727255 | Alcoa Kofem Kft. (ATP) 8050 Szekesfehervar, Pf. 440. Hungria |
| FR | HOWMET SA ZAC des Grands Prés 14160 Dives sur Mer FR32562109801 | Alcoa Kofem Kft. (HSA) 8050 Szekesfehervar, Pf. 905. Hongrie |
| FR | HOWMET CIRAL SNC Zone de la Présaie 53602 EVRON FR13306617259 | Alcoa Kofem Kft. (HCR) 8050 Szekesfehervar, Pf. 906. Hongrie |
| GB | ALCOA MANUFACTURING GB LTD Kitts Green Road Kitts Green Birmingham B33 9QR GB762325928 | Alcoa Kofem Kft. (FRP) 8050 Szekesfehervar, Pf. 383. Hungary |
| GB | Kawneer UK Ltd Astmoor Industrial Estate, Astmoor Runcorn Cheshire WA7 1QQ GB643642244 | Alcoa Kofem Kft. (KAW) 8050 Szekesfehervar, Pf. 391. Hungary |
| GB | HOWMET LTD Kestrel Way, Sowton Ind. Estate Exeter DevonEX2 7LGGB140906095 | Alcoa Kofem Kft. (HWM) 8050 Szekesfehervar, Pf. 403. Hungary |
| HU | ALCOA KOFEM KFT. Székesfehérvár Verseci u. 1-15. 8000 HU10584215-2-44 | Alcoa Kofem Kft. (KFM) 8050 Szekesfehervar, Pf. 352. |

| Country | INVOICE TO BE ADDRESSED TO | MAILING ADDRESS |
|----------------|--|---|
| HU | ALCOA KOFEM KFT. Nemesvámos Dózsa Gy. U. 2/A 8248 HU10584215-2-44 | Alcoa Kofem Kft. (KFM) 8050 Szekesfehervar, Pf. 352. |
| HU | ALCOA KOFEM KFT. Keréktermék Divízió Székesfehérvár Verseci u 1-15 8000 HU10584215-2-44 | Alcoa Kofem Kft. (KFM) 8050 Szekesfehervar, Pf. 352. |
| IE | Kawneer Ireland Ltd Ballymount Road Clondalkin, Dublin 22 Ireland IE714584724 | Alcoa Kofem Kft. (AAP) 8050 Szekesfehervar, Pf. 398. Hungary |
| IS | Alcoa Fjardeel Inc. Hraun 1 730 Fjardabyggd Kt.520303-4210 | Alcoa Kofem Kft. (FJA) 8050 Szekesfehervar, Pf. 916. Hungary |
| IT | Alcoa Trasformazioni SRL Zona Industriale Portovesme 09010 PORTOSCUSO ITALIA IT02640570921 | Alcoa Kofem Kft. (ATR) 8050 Szekesfehervar, Pf. 432. Ungheria |
| IT | Alcoa Servizi Srl. Piazza Giuseppe Missori, 2 20122 MILANO (MI) ITALIA IT00859860157 | Alcoa Kofem Kft. (ASV) 8050 Szekesfehervar, Pf. 432. Ungheria |
| NL | Alcoa Nederland BV. Taxandriaweg 12b 5142 PA Waalwijk The Netherlands NL009200794B01 | Alcoa Kofem Kft. (ANL) 8050 Szekesfehervar, Pf. 370. Hungary |
| NL | Alcoa Architectuursystemen Daltonstraat 17 3846BX Harderwijk Netherlands NL009200794B01 | Alcoa Kofem Kft. (ANL) 8050 Szekesfehervar, Pf. 370. Hungary |

| Country | INVOICE TO BE ADDRESSED TO | MAILING ADDRESS |
|----------------|--|--|
| NL | Alcoa Architectuursystemen Daltonstraat 17 3846BX Harderwijk Netherlands NL009200794B01 | Alcoa Kofem Kft. (BCS) 8050 Szekesfehervar, Pf. 802. Hungary |
| NO | Alcoa Mosjøen Anode ANS Mosjøen Anode Havnegata 40 8655 Mosjøen NO988647489 | Alcoa Kofem Kft. (MAA) 8050 Szekesfehervar, Pf. 900. Hungary |
| NO | Alcoa Norway ANS Mosjøen Havnegata 40 8655 Mosjøen NO929514173 | Alcoa Kofem Kft. (ANA) 8050 Szekesfehervar, Pf. 805. Hungary |
| NO | Alcoa Norway ANS Lista Lundevaagen S 4550 Farsund NO929514173 | Alcoa Kofem Kft. (ANA) 8050 Szekesfehervar, Pf. 805. Hungary |

Should you have any questions on the above requirements please do not hesitate to contact your Alcoa buyer.

Invoices which do not meet the above requirement may be returned or credit note requested from you. Alcoa does not assume any responsibility for payment delays caused by such actions and would in no case accept penalty due to delayed payment.

AlcoaDirect – Requesting information on invoices/payment

In order to provide you a quick and convenient manner to get invoice/payment related information Alcoa has developed a web site where suppliers have access to :

Information about invoices processed for the supplier

Payment status of the invoices (paid, approved for payment, invoice blocked)

Remittance information (invoices included in payment batch)

Instead of telephone calls we encourage you to visit this web site when you need information on payments.

If you plan to use the above web site, please go to **www.alcoadirect.com** and select the “Register here now” option or directly access the online registration form on the following page: http://www.alcoa.com/global/en/about_alcoa/alcoadirect_register_select.asp

Every supplier will have access only to their own data.

E-mailing remittance advices

It is also possible to send you remittance advices via e-mail. To enable this service please send your e-mail address to the RtP Customer Service along with your request to: CS@alcoa.com

RtP Customer Service

This group is providing support in any invoice related issues on the major European languages and on Russian, however the preferred language of communication is English.

Please send your email to the following address: CS@alcoa.com