

Novelis Metal Supplier Invoice Submission and Delivery Guidance

Novelis North America Region and Corporate Locations

Dear Valued Supplier,

We would like to thank you for the opportunity provided to do business with us, and we value your partnership.

Below you will find important information regarding Novelis' requirements for submitting invoices and receiving deliveries. These requirements are necessary to ensure your invoices are processed in a timely manner and deliveries are not delayed or rejected.

Topics covered in this letter:

- **Invoice Submission Requirements**
- **Invoice Email Submission**
- **Invoice Returns**
- **Delivery Requirements and Scheduling**

Invoice Submission:

All non-tolling Novelis sites use ERS (Evaluated Receipt Settlement) which will issue auto-payments based on quantity received rather than via a submission of a Supplier invoice, and the net pay terms agreed on between Novelis and Supplier will be followed as to when payments are processed. Please see the Invoice Submission Mailbox Listing below to determine the correct process to follow as the Invoice Submission Requirements **do not apply** to sites setup for ERS.

Suppliers must submit invoices via email as for any non-ERS Purchase Orders. Below is a listing of applicable email addresses by location and invoice type. Invoices submitted directly to a plant location or Novelis employee **will not** be processed for payment.

Invoice Submissions Mailbox Listing – Based on Location

Plant / Location	Invoice Submission Mailbox
Berea	ERS - Do Not Send Invoice
Davenport	ERS - Do Not Send Invoice
Greensboro	ERS - Do Not Send Invoice
Oswego	ERS - Do Not Send Invoice
Uhrichsville	ERS - Do Not Send Invoice
Novelis Tolling	NNA_Tolling@novelis.com

Invoice Submission Requirements

Failure to meet the requirements outlined in this document when submitting invoices for payment will result in either delays in payment or the invoice being rejected for payment.

Suppliers must include the items listed below on invoices to enable prompt processing and payment:

- Invoice Date
- Invoice Number
- Invoice Amount with Currency
- From our Supplier Portal, MPS (Metal Procurement System), please include:
 - Purchase Order Number
 - Xref (Cross-Reference) Number, if applicable – This is an identifier that corresponds to the destination
 - SRA (Scrap Return Authorization) Number – This is created alongside your delivery appointment and is used to track shipments.
- Description of Goods, including:
 - Unit Price & Quantity
 - Freight-related Charges
 - Applicable Tax
 - Total Price of Invoice
- Ship to Information
- Number of delivery note, packing slip or Bill of Lading (BOL #), where applicable
- Remittance Name and Banking Details (See attached Banking Worksheet)
- Payment Terms (as defined in Novelis contract)

Please Note: Your SRA number will function as your Novelis invoice number. You must keep track of this number to apply payments as the SRA number will be what appears on your remittance.

In addition:

- All vendors must have a valid PO prior to fulfilling any orders.
- Shipments of product substitutions are not allowed without prior approval of the responsible Buyer and issuance of the updated PO.
- All revised invoices and applicable credits must reference the original invoice number.
- Invoices must be submitted after the goods are shipped, not prior.
- Statements are not acceptable.
- Invoices should be submitted in a .PDF format when possible.
- When submitting multiple invoices in one email, each invoice has to be submitted in a separate .PDF file or with a blank page placed between each invoice.

Invoice Returns

Invoices submitted that do not meet the above requirements will be rejected and returned to vendors. Below are additional scenarios that will result in Invoice Returns:

- Duplicate invoice received
- Poor image quality
- Missing supporting documentation
- Zero value invoice
- Amount discrepancy between total invoice and sum of invoice line items
- Multiple invoices
- Missing pages
- Not an invoice (statement or reminder)
- Incorrect or missing Bill-To address

- Missing remittance address
- Incorrect or missing PO number
- PO is marked for ERS/Auto-Pay/Pay-on-Receipt

Specific notes regarding Purchase Order Number:

- Invoices must always contain a Novelis Purchase Order number on the first page of your invoice.
- The presence of a Novelis Purchase Order number is mandatory. The only exception will be for emergency situations, when a Purchase Order number will be provided afterwards.
- If you overlook to include the Purchase Order number on the invoice, please correct the invoice accordingly and resubmit it to us again.

Proactively addressing these root causes will lead to a more efficient process for invoice payment. If we receive an invoice that falls under one of the above scenarios, an auto-generated notification from the following email address will be sent to the sender requesting an updated or corrected invoice.

- ["return_to_vendor@novelis.adityabirla.com"](mailto:return_to_vendor@novelis.adityabirla.com)

Delivery Requirements and Scheduling

Deliveries that fail to meet the requirements outlined in this document may result in detention and/or rejection of the shipment.

The items listed below must be included on the Bill of Lading to be received. Novelis will not be responsible for any costs that may be incurred due to improper shipping documentation:

- From our Supplier Portal, MPS, please include:
 - SRA (Scrap Return Authorization) Number- No hand-written SRA numbers
 - Purchase Order Number
 - Xref (Cross-Reference) Number, if applicable – This is an identifier that corresponds to the destination
- Supplier name, city, and state
- Load Weights – if it is a split load, report the actual weights for each material type
- Piece Counts
- Detailed Packing List
- Ship Date
- Certification, if applicable – See Product Specifications
- Duplicate Copy of Bill of Lading is required at the receiving location

In the interest of both parties, as well as the Shipping companies involved, efficient and safe delivery of material is critical for keeping shipping costs down. As a result, **ALL MATERIAL must have a delivery appointment**. Novelis is not responsible for any costs that may be incurred because a load arrives before or after a scheduled delivery appointment window.

All deliveries, as well as any material purchased from an outside supplier, must have an SRA and delivery appointment that was created via our MPS site. If you require access to the MPS site, please contact your Buyer or Recycling Management Specialist.

Accounts Payable Help Desk

The following email addresses are for general inquiries and questions to send to Novelis.

Please do not submit invoices to these addresses.

Inquiries and General Questions

Plant / Location	Inquiries Mailbox
All Novelis Plants and Novelis Tolling	NNAandcorporate_Aphelpdesk@novelis.com
Davenport	acctspayable@novelis.adityabirla.com

Thank you in advance for your cooperation.

Sincerely,

Novelis Metal Procurement Team