



Dow Invoicing Requirements

Invoicing Quality Standards and Submission Methods

What Information Should be on your Invoice?

Accurate invoice information provides significant benefits to your company including fast delivery of payment, early invoice data validation and better visibility on payment status. In order to avoid delays in payment, it is critical that your invoice includes **ALL** required information and matches the details provided in Dow's Purchase Order ("Purchase Order" or "PO"). Please follow all Purchase Order instructions from Dow for invoice submissions.

Buyer will only pay accurate invoices submitted in accordance with the Purchase Order requirements. If an invoice does not meet the requirements in the Purchase Order or is otherwise incomplete or incorrect (such as an incorrect amount or an item for which Buyer is not responsible for payment), the invoice where legally allowed, will be returned to you, and you must issue a new, correct invoice and submit it to Buyer. Where not legally allowed, the invoice will be referred back to you to provide additional details to Buyer. Invoices shall be accompanied by reasonable documentation if requested by Buyer to support the billing.

How should you submit your invoice?

Specific invoice submission methods may be required depending on regional/country requirements. For more information regarding regional invoice submission methods, refer to the regional links above for specific instruction.

Invoice submission methods may include one or more of the following:

- Digital Invoice Submission
- Email Invoice Submission
- Paper Invoice Submission

Submitting International Trade Orders

International Trade Orders follow a special submission process. If you have an International Trade Order and Invoice, please make sure to contact Dow's Freight Forwarder to align with the appropriate process to be followed.

Payment Inquiries: Dow Procure to Pay (PtP) Service Desk

Check invoice status and submit new inquiries at www.dow.com/supplierportal.

Specific Dow requirements for invoice information by different regions must be checked via the below links.

[NORTH AMERICA](#)

[EMEA & INDIA](#)

[ASIA PACIFIC](#)

[LATIN AMERICA](#)



Dow North America (NAA) Invoicing Requirements

Invoicing Quality Standards and Submission Methods

Invoice requirements

- Invoice must fully match the Purchase Order or Bill of Lading
 - Item number (if applicable) and a detailed description of the Services and/or Products
 - Unit price, quantity, unit of measurement, and currency must match the Purchase Order
 - Do NOT combine different transaction types (debit and credit) in one invoice
- **Purchase Order (PO) Number** or **Shipment Number** (for outbound freight invoices) is required
 - SES – Service Entry Sheet number (when required/available)
 - One shipment number per outbound freight invoice on the face of the invoice
- Invoice must be legible
- Supplier's complete name, tax identification number (or similar identification in non-U.S. jurisdictions) and remit to address including banking information.
 - Canada suppliers must include Tax Registration Number if charging Tax
- "Bill To" Entity Name exactly as noted on Purchase Order or Bill of Lading
 - Legal name and address (Bill to) may be different than Invoice submission name and address
- Supplier's invoice number
- Invoice date
- Freight INCOTERM® (if applicable)
- Tax amount/rate information (if applicable)
 - Canadian tax needs to be labeled on the invoice
- Any final balance due invoices should always indicate already-made payments and include the words "balance due"
- Additional Outbound and Inbound Freight Invoice requirements:
 - Origin City and State
 - Destination City and State
 - Ship Date
 - Bill of Lading number, railcar/trailer/container/tank number, packing list number
 - Separately billed accessorial are to be billed via paper/EDI with explanation of service/rate/etc. – with the verbiage "Separately Billed Accessorial" conspicuously printed on the invoice
 - For Outbound Freight line haul charges must be submitted prior to submitting additional accessorial charges to avoid rejections at CASS
- Dow's preferred payment method is ACH, if you would like to be paid via this method, please ensure banking information is on the invoice.
- Credit memos need to be sent as a PDF document to FUSCHEQ@dow.com

“PCARD” in the above XML field <fe:invoice><cbc:Note>

Appendix I, Reference to Shipper Base Numbers for Billing CASS

Shipper Base for Billing CASS	Currency For Shipper Number	CASS Shipper Name	Legal Entity Name for Company Code	Dow Company Code
CASS120400	US\$	DOW US\$	Dow	0001
CASS120401	CN\$	DOW CN\$	Dow	0001
CASS120400	US\$	DOW CANADIAN US\$"	Dow Canada ULC	0002
CASS120401	CN\$	DOW CANADIAN CN\$"	Dow Canada ULC	0002
CASS120400	US\$	DOW/UCC US\$"	Union Carbide Corporation	2000
CASS120401	CN\$	DOW/UCC CN\$"	Union Carbide Corporation	2000
CASS120400	US\$	DOW EUROPE US\$"	Dow Europe GmbH	2120
CASS120401	CN\$	DOW EUROPE CN\$"	Dow Europe GmbH	2120
CASS120400	US\$	DOW POLY-CARB, INC US\$	Poly-Carb, Inc	1410
CASS120401	CN\$	DOW POLY-CARB, INC CN\$	Poly-Carb, Inc	1410
CASS120404	US\$	DOW ROOFING SYSTEMS LLC US\$	Dow Roofing Systems LLC	1283
CASS120405	CN\$	DOW ROOFING SYSTEMS LLC CN\$	Dow Roofing Systems LLC	1283
CASS120400	US\$	DOW GNS TECHNOLOGIES LLC US\$	GNS Technologies, LLC	1325
CASS120401	CN\$	DOW GNS TECHNOLOGIES LLC CN\$	GNS Technologies, LLC	1325
CASS120400	US\$	Dow Canada Material Sciences ULC US\$	Dow Canada Material Sciences ULC	4004
CASS120401	CN\$	Dow Canada Material Sciences ULC CN\$	Dow Canada Material Sciences ULC	4004
CASS120400	US\$	ROHM & HAAS TEXAS INC US\$	ROHM & HAAS TEXAS INC.	4007
CASS120400	US\$	ROHM & HAAS CHEMICALS LLC US\$	ROHM & HAAS CHEMICALS LLC	4049
CASS120400	US\$	ROHM AND HAAS COMPANY US\$	ROHM AND HAAS COMPANY	4050
CASS120400	US\$	DOW SILICONES CORPORATION US\$	Dow Silicones Corporation	4301
CASS120401	CN\$	DOW SILICONES CORPORATION CN\$	Dow Silicones Corporation	4301
CASS120400	US\$	DCC LITIGATION FACILITY, INC US\$	DCC Litigations Facility, INC.	4309
CASS120401	CN\$	DCC LITIGATION FACILITY, INC CN\$	DCC Litigations Facility, INC.	4309
CASS120400	US\$	VALLEY ASSET LEASING LLC US\$	Valley Asset Leasing LLC	4319
CASS120401	CN\$	VALLEY ASSET LEASING LLC CN\$	Valley Asset Leasing LLC	4319
CASS120400	US\$	DEVONSHIRE UNDERWRITERS LTD US\$	Devonshire Underwriters LTD.	4325
CASS120401	CN\$	DEVONSHIRE UNDERWRITERS LTD CN\$	Devonshire Underwriters LTD.	4325
CASS120400	US\$	DC ALABAMA INC US\$	DC Alabama INC	4357
CASS120401	CN\$	DC ALABAMA INC CN\$	DC Alabama INC	4357