



Dear Valued Customer,

As we have previously shared, we are transitioning all customers and suppliers onto our Univar Solutions Enterprise Resource Planning (ERP) system, SAP. Our move to SAP will make it easier for you to do business with us and allow you to order all your products from the combined company on the same invoice. Plus, we will be able to offer you more digital features, such as 24/7 access to our full product catalog, online ordering, order and shipment tracking and document access, and much more. We are approaching the final Go Live of our USA SAP Integration for our chemicals business in our East Region and we are also preparing to migrate the legacy Univar Chemcare waste and services activities in 2021. You will be contacted separately if you are a ChemCare customer.

Read on for important reminders and action items. Please reach out to your Customer Solutions Representative or Sales Account Manager for more information.

You're in the Upcoming East Region Integration Go Live on Monday, February 15, 2021

We have experienced resources locally as well as remotely to ensure a successful implementation with minimal-to-no business interruption. We are prepared to transition your company on **Monday, February 15, 2021** as part of the East Region which will complete our SAP integration in the USA. The East Region includes ship-to locations in:

North Central	Ohio Valley	North East	North Atlantic	South Atlantic
Michigan Northern Ohio Western Pennsylvania Western New York	Indiana Ohio Kentucky Northern West Virginia	Maine Vermont Eastern New York Eastern Pennsylvania Maryland New Jersey Rhode Island Massachusetts Connecticut New Hampshire	Southern West Virginia Virginia North Carolina South Carolina	Tennessee Alabama Georgia Florida Puerto Rico

Please Review These Important Dates and Action Items

- 1. Update vendor account for East Region sites for Univar Solutions USA Inc.** The vendor account information is included at the end of this communication for your convenience.
 - Use Univar Solutions USA Inc. vendor account for all transactions on Feb 15 or after:** On February 15, inactivate any vendor accounts associated with the legacy companies, Legacy Nexeo or Legacy Univar USA Inc. If you still encounter documents and labels with the legacy company branding and names, these are still legally valid and can be accepted as usual. After the effective date of the system change, you will start to receive sales confirmations, proofs of delivery, bills of lading, invoices and other documents with the new Univar Solutions logo.
- 2. Set-up new remit-to banking information:** Use the new remit-to banking information for the Univar

Solutions USA Inc. vendor account, which is provided in the chart below. Please work with your CSR to verify and update.

3. Key Dates:

- **Please plan ahead for orders the week of February 8:**
To help ensure there is no disruption to your service, we ask that all orders being placed during the week of February 8 are submitted to your Customer Solutions Representative as early in the week as possible, but no later than noon Thursday, February 11. Should you have an emergency delivery request, please contact your Customer Solutions Representative or Sales Account Manager for assistance.
- **Friday, February 12, 2021:**
We will have the ability to deliver and prefer to reserve that for customer emergency orders (any new orders will be processed February 15). Please coordinate your order delivery early in the week of February 8 to ensure no service disruption.
- **Monday, February 15, 2021:**
SAP will be live, and we will return to normal business operations.

- 4. Purchase Orders:** As of February 15, all purchase orders should be issued to Univar Solutions USA Inc. Tax exempt customers must provide an updated tax exempt certificate under our new name no later than February 15.
- 5. Deliveries:** To ensure the best transition possible and avoid supply interruption, we will be contacting you to deliver as many items as possible prior to the system conversion on February 15. If you have any questions relating to deliveries for the weeks of February 1 and 8, please reach out to your Customer Solutions Representative.

We appreciate your business and thank you for your patience as we work hard to make the transition to a new system as seamless as possible. Our primary focus through these changes continues to be you – your needs and our ability to provide exceptional service, especially in these unprecedented times. Please pass this information along to anyone at your company who is responsible for maintaining supplier records or purchasing, ordering, and/or receiving products and feel free to visit our website at www.univarsolutions.com/integration for information and updates.

If you have any questions, please do not hesitate to contact your current Customer Solutions Representative or Sales Account Manager for additional support. Be well and be safe.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Jukes'.

David Jukes
President and Chief Executive Officer, Univar Solutions

Post-February 15, 2021 SAP Transition

What *is*
changing?

- **Legal Entity / Vendor Account**

Beginning February 15, 2021, we will have completed the SAP integration for the chemicals business in the USA and will be transacting as **Univar Solutions USA Inc.** for all USA sites.

Communications from our systems will have the logo and name of Univar Solutions USA Inc. These communications include order confirmations, proofs of delivery, bills of lading, and invoices.

Please ensure you have updated the vendor set up in your system so you can issue purchase orders to Univar Solutions USA Inc. After February 15, 2021, please inactivate any vendor accounts associated with the legacy companies Nexeo Solutions or Univar USA Inc.

- **Bank Accounts**

We have new banking and remit-to information, available [here](#). This will also be confirmed on our future invoices. **We ask you to confirm all requests for bank account changes with your known Customer Solution Representative to avoid instances of fraud. Univar Solutions cannot be held accountable for payments made to a fraudulent account.**

- **New Sales Tax Exemption Certificate Needed**

A new sales tax exemption certificate needs to be on file in the name of Univar Solutions USA Inc. to facilitate exempt sales. Requests have been sent out to facilitate this and completed certificates should be returned to taxcert@univarsolutions.com. It is very important these certificates be on file prior to February 15 to prevent delays in shipments or errors in billing. Your Customer Solutions Representative or Sales Account Manager can provide assistance.

- **Product Codes / Descriptions**

You will see new product codes and descriptions as a result of the system transition. Specifically, the product descriptions have been modified to include the container type.

Old: PROPYLENE GLYCOL USP LIQ
New: PROPYLENE GLYCOL IBC710 USP LIQ

- **W-9**

[Click here](#) for an updated W-9 with our current Federal Tax ID/EIN for Univar Solutions USA Inc.

- **Online access 24/7 with [Shop.UnivarSolutions.com](https://shop.univarsolutions.com)**

This one-stop e-commerce destination offers our catalog of over 17,000 chemicals and ingredients from premier supply partners, plus 24/7 access, from any device, to your delivery and regulatory documentation, complete order history and tracking information, easy ordering and reordering and the option to request quotes. If you would like to register please send your account information to DigitalCS@univarsolutions.com.

- **Order Acknowledgements**

Your Order Acknowledgements will come from the same source and mode. If you would like to submit a change please send your account details to paperlessrequests@univarsolutions.com.

- **ASN (Advanced Shipment Notification)**

Your shipment notification will come from custsol-comm@univarsolutions.com. Please update your safe sender list to ensure you receive all notifications.

- **Lot Numbers**

Effective February 15, 2021, products packaged within Univar Solutions facilities will be assigned a sequential lot numbering scheme generated from SAP using 10 numeric characters, which represents a change from our current 10 character alpha numeric lot numbers. [Read more here](#).

Post-February 15, 2021 SAP Transition

<p>What is not changing?</p>	<ul style="list-style-type: none"> • Invoice Modes Your invoices will come from the same source and mode. If you would like to submit a change please send your account details to paperlessrequests@univarsolutions.com. • Products Product chemistry and manufacturer will not change unless otherwise notified. In addition, your own product codes and descriptions will not change and will be reflected in our integrated system if applicable. • Contracts The name change does not affect your contract. Accordingly, it <u>does not</u> require an assignment or an amendment of your contract. • Shipping & Requirements Business will continue as usual; there will be no shipping interruptions due to our transition. Your historical shipping requirements will be migrated into the new Univar Solutions USA Inc. operating system.
<p>Actions for before February 15, 2021</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Update your vendor account for our new name Univar Solutions USA Inc. and remit-to banking information. Your Customer Service Representative can confirm the new banking information. <input type="checkbox"/> Complete and submit new sales tax exemption certificates for the Go Live locations as soon as possible and send to taxcert@univarsolutions.com. <input type="checkbox"/> If you need a list of your locations affected by our Go Live, please contact your Sales Account Manager or Customer Service Representative. <input type="checkbox"/> Add custsol-comm@univarsolutions.com and paperlessrequests@univarsolutions.com to your safe senders list