



Dear Valued Customer,

As part of our commitment to keep you informed of our merger activities, we've shared updates over the past year related to important milestones including our legal entity change and our plan to transition 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. Read on for important reminders, action items and COVID-19 preparedness. Please reach out to your Customer Solutions Representative or Sales Account Manager for more information.

SAP Integration and Legal Entity Change to Univar Solutions USA Inc.

As you're aware, effective September 1, 2019, we moved assets of Nexeo Solutions, LLC into Univar USA Inc., and this important transition is now reflected in our new name, Univar Solutions USA Inc. (Univar Solutions).

In addition to changing our name, we are integrating our business systems by district, moving west to east starting with the Chemicals part of the business. To date, we have completed system migrations for all of our ship to locations west of the Mississippi River. The next step of this SAP implementation is to migrate the processes and data regarding waste and services related to ChemCare activities.

You're in the ChemCare Integration of San Jose area on Monday, December 7, 2020

We are prepared to transition your company on **Monday, December 7, 2020** as part of the San Jose area integration. We have experienced resources locally as well as remotely to ensure a successful implementation with minimal-to-no business interruption.

Please Review These Important Dates and Action Items

1. Key Dates:

- **Please plan ahead for orders the week of November 30:**
To help ensure there is no disruption to your service, we ask that all orders being placed during the week of November 30 are submitted to your Customer Solutions Representative as early in the week as possible, but no later than noon PST Thursday, December 3. Should you have an emergency pickup or service request, please contact your Customer Solutions Representative or Sales Account Manager for assistance.
- **Friday, Dec 4, 2020:**
We will continue to make pickups (any new orders will be processed December 7).
- **Monday, December 7, 2020:**
SAP will be live, and we will return to normal business operations.

- 2. 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.
- 3. Purchase Orders:** As of December 7, all purchase orders should be issued to the legal entity, Univar Solutions USA Inc. Tax exempt customers must provide an updated tax exempt certificate under our new legal name no later than December 7.

4. **Pick ups:** To ensure the best transition possible and avoid service interruption, we will be contacting you to pick up as many items as possible prior to the system conversion on December 7. If you have any questions relating to pick ups for the weeks of November 23 and November 30, please reach out to your Customer Solutions Representative.
5. **Profiles:** Profile configurations and renewals will remain the same. In the near future we will be introducing an online portal. Your Sales support specialist will be contacting you to sign up for training and to set up a customer log-in profile at that time.
6. **Manifest and label changes:** All loose manifests and waste labels at your site with the Univar USA logo should be destroyed on December 7. We will replace them with new SAP generated documents.
7. **Pass this information** along to anyone at your company who is responsible for maintaining supplier records or purchasing/ordering/shipping waste, services, or products

Vendor Account Status for Ship-to Locations in Subsequent Integration Districts

If you purchase products from Univar Solutions across the United States, it is important that you keep both the Univar Solutions USA Inc. (Legacy Nexeo) and Univar USA Inc. vendor accounts active in your business system with the different remit-to addresses for payment.

Until we have migrated all our locations onto a single platform, we will continue to execute purchase and sales transactions from two systems and this separation will enable us to maintain exceptional service. During the transition period, you may still encounter documents 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.

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 visit our website at www.univarsolutions.com/integration for information and updates.

We are prepared. We have implemented extensive precautions to help stop the spread of the COVID-19 virus for the safety of our employees, customers and suppliers. Our teams have quickly adapted to this “new normal” and are committed to serving our customers and delivering products when and where they are needed. Visit our [Security of Supply and COVID-19 Updates](#) page for more information.

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', with a stylized flourish at the end.

David Jukes
President and Chief Executive Officer, Univar Solutions

| Univar Solutions USA Inc. purchases for ship-to locations in the San Jose Area | Legacy Univar USA Inc. Purchases |
|--|--|
| FOR ALL SITES: | FOR SITES AFFECTED IN THE <u>SAN JOSE AREA</u> : |
| <p>Following the completion of our Legal Entity Change on September 1, 2019, products historically purchased from Legacy Nexeo should now be purchased from Univar Solutions USA Inc.</p> <ul style="list-style-type: none"> Legal Entity Assets of Nexeo Solutions, LLC were transferred to Univar Solutions USA Inc. on September 1, 2019. Our new name and logo will be printed on documents, such as order confirmations, proofs of delivery, bills of lading, and invoices, going forward. W-9 We will have a new Federal Tax ID/EIN. Click here for an updated W-9 to support this name change. Sales Tax Exemption Certificate 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. Legal Consent Form A legal consent may be required to transfer an active legal agreement. If you have a contract in place that requires attention, we will have sent you a legal consent form by mail to sign and return. | <p>Products historically purchased from Legacy Univar (Univar USA Inc.) will need to be purchased from Univar Solutions USA Inc. after December 7, 2020.</p> <ul style="list-style-type: none"> Ship-to Locations in the San Jose CA area Ship-to locations in the San Jose CA area will be live on our SAP system on December 7, 2020. Purchases Services historically purchased from Legacy Univar (Univar USA Inc.) at affected ship-to locations will need to be purchased from Univar Solutions USA Inc. Please ensure purchase orders issued on or after December 7, 2020 reflect this change. <p><i>For ship-to locations in subsequent integration waves, please continue to place orders as-usual with the vendor Univar USA Inc.</i></p> Bank Accounts Payments made for Legacy Univar purchases on or after December 7, 2020 for those sites in the San Jose area should now reflect the Univar Solutions USA Inc. remit-to information. These changes will also be reflected on our invoices. 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. <p>Univar USA Inc. and Univar Solutions USA Inc. will continue to operate with different bank accounts and remit-to addresses for subsequent geographies that have not yet integrated.</p> Product Codes / Descriptions You will see new product codes and descriptions as a result of the system transition. <p>Old: FUELS HAZ LIQ New: LIQUID - THIN LIQUID 55G DR467</p> <p>Profile status and disposal method will not change unless otherwise notified. Profile number will change however, your own product codes and descriptions will not change and will be reflected in our integrated system if applicable.</p> |

What *is* changing?

| | Univar Solutions USA Inc. Purchases for ship-to locations in the San Jose area | Legacy Univar USA Inc. Purchases |
|------------------------------|---|--|
| | FOR ALL SITES: | FOR SITES AFFECTED IN THE <u>SAN JOSE AREA</u> : |
| What <i>is not</i> changing? | <ul style="list-style-type: none"> • Products Profile status and disposal partner will not change. • Shipping & Requirements Business will continue as usual; there will be no shipping interruptions due to our transition. • 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. • Bank Accounts No changes to bank account or remit-to information other than the legal entity name change. | <ul style="list-style-type: none"> • Profiles Waste profiling will be completed and renewed using the current profiling system. • Labeling and Manifests Our new ERP system generates a unified waste label that includes waste identification and any hazard symbol on one label. This will greatly simplify the label application process and assist in ensuring correct identification of any hazards. Manifest layouts will change. • 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. • Contracts The name change does not affect your contract or handling agreements. Accordingly, it <u>does not</u> require an assignment or an amendment of your contract. |
| Action Required: | <p>By December 7, 2020:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify, build or add your San Jose ship-to locations to the Univar Solutions USA Inc. legal entity vendor structure. <input type="checkbox"/> All active shipping locations in San Jose should be ready to transact under this structure beginning December 7, 2020. <input type="checkbox"/> Sign-up for paperless invoices by sending your account information to paperlessrequests@univarsolutions.com <input type="checkbox"/> Add custsol-comm@univarsolutions.com and paperlessrequests@univarsolutions.com to your safe senders list. <p>Sales Tax Exemption Certificate</p> <ul style="list-style-type: none"> <input type="checkbox"/> A new sales tax exemption certificate needs to be on file in the name of Univar Solutions USA Inc. to facilitate exempt sales for states in this region. Requests have been sent out to facilitate this and completed certificates should be returned to taxcert@univarsolutions.com. <input type="checkbox"/> If you need a list of your ship-to locations affected in the go-live, please contact your Sales Account Manager or Customer Service Representative. | |